

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, a completing and reviewing the collection of information, including suggestions for reducing this burden to Washington Headquarter Services. Directorate for information Operations and Reports. 1215 Jefferson Davis Highway, Suite 1203, Arlington, VA 22202-4302, and the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.			
1. TITLE Product Drawings and Associated Lists		2. IDENTIFICATION NUMBER DI-DRPR-81000	
3. DESCRIPTION/PURPOSE 3.1 Product Drawings and associated lists provide engineering data to support competitive procurement and maintenance for items substantially identical to original items. These drawings represent the highest level of design disclosure.			
4. APPROVAL DATE (YYMMDD) 890911	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) DO	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for Product Drawings and associated lists resulting from the work task described by 3.3 of MIL-T-31Q00. 7.2 This DID is applicable to the acquisition of military systems, equipments and components. It is intended for acquiring drawings and associated lists primarily at the end of Full Scale Development and during subsequent phases of the DoD material life-cycle.			
8. APPROVAL LIMITATIONS		9a. APPLICABLE FORMS	9b. AMSC NUMBER D4816
10. PREPARATION INSTRUCTIONS 10.1 <u>Reference documents.</u> The applicable issue of the documents cited herein, including their approval dates and the dates of applicable amendments and revisions, shall be as cited in the contract or purchase order. 10.2 <u>General.</u> Product drawings and associated lists shall meet the requirements of MIL-T-31000 and the DD Form 2554-1 incorporated into the contract or purchase order. Product drawings and associated lists shall provide the design disclosure information necessary to enable a manufacturer of similar products at the same of similar state of the art to produce and maintain quality control of item(s) so that the resulting physical and performance characteristics duplicate those of the original design. These drawings shall: <div style="margin-left: 40px;"> a. Reflect the end-product at its current level of design maturity. b. Provide the engineering data for Logistics Support products. c. Provide the necessary data to permit competitive acquisition of items identical to the original items(s). </div> <div style="text-align: right; margin-right: 100px;">(Continued on Page 2)</div>			
11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.			

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Block 7. APPLICATION / INTERRELATIONSHIP (Continued)

7.3 It is not intended that all the requirements contained herein should be applied to every program. This DID should be tailored to the minimum data requirements of the applicable contract or purchase order.

7.4 This DID supersedes DI-E-7031 and DI-CMAN-80779.

7.5 This DID is related to DI-DRPR-81001, DI-DRPR-81002, and DI-81003.

Block 10. PREPARATION INSTRUCTIONS (continued)

10.3 Format. Product Drawings and associated lists shall be in either the contractor's format or Government's format as specified on the DD Form 2554-1 incorporated into the contractor's purchase order.

10.4 Content. Product drawings and associated lists shall conform to the requirements of DOD-STD-100. They shall document directly or by reference the following:

a. Details of unique processes, i.e. not published or generally available to industry, when essential to design and manufacture.

b. Performance ratings.

c. Dimensional and tolerance data.

d. Critical manufacturing processes and assembly sequences.

e. Tolerance input and output characteristics.

f. Diagrams.

g. Mechanical and electrical connections.

h. Physical characteristics, including form and finish.

i. Details of material identification, including heat treatment and protective coatings.

j. Inspection, test and evaluation criteria.

k. Equipment calibration requirements.

l. Quality assurance requirements.

m. Hardware marking requirements.

n. Requirements for reliability, maintainability, environmental conditioning, shock and vibration testing and other operational or functional tests.

o. Vendor substantiation data when required by the contract or purchase order.

10.5 Item definition. All parameters required to define each unit, assembly, subassembly, part or material shall be presented on the applicable drawing. This includes data such as

a. All necessary mechanical dimensions to fully define fabrication, acceptance, interface or installation of the item depicted.

b. All necessary electrical parameters to fully define fabrication, acceptance, interface or installation of the item depicted.

c. All other necessary physical parameters to fully define fabrication, acceptance, interface or installation of the item depicted, i.e., weight, pressure, viscosity, etc.

d. All necessary environmental conditions which units, assemblies, subassemblies, parts and materials must meet to perform effectively in the end item, such that the end item will meet its specification requirements.

10.6 CAGE code and document numbers. Product Drawings and associated lists will be identified with the contractor's CAGE code and contractor document numbers or with a Government CAGE code and document numbers as specified in the DD Form 2554-1 incorporated in the contract or purchase order.

10.7 Selection of drawings. The types and quantity of drawings required will vary according to the complexity of the contract end item. The DD Form 2554-1 incorporated in the contract or purchase order will specify whether the contractor or the Government is responsible for selecting the types and quantities of drawings and lists.

10.8 Limited rights-in-data items. Product Drawings for items for which the government does not have unlimited rights in data shall specify the form, fit and function requirements of the item and conform to 200.4 of DOD-STD-100.

DI-DRPR-81000
(Continued)

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
1. TITLE Acceptance Test Plan		2. IDENTIFICATION NUMBER DI-QCIC- 80553	
3. DESCRIPTION/PURPOSE 3.1 The Acceptance Test Plan details the criteria, performance objectives and list of tests to be performed by the contractor for acceptance tests on systems and equipments.			
4. APPROVAL DATE (YYMMDD) 880325	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) G/T213	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This data item description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID is applicable to contracts requiring preparation of an acceptance test plan. 7.3 This DID supersedes DI-T-5147 .			
8. APPROVAL LIMITATIONS		9a. APPLICABLE FORMS	9b. AMSC NUMBER G4363
10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . The plan shall be in contractor's format. 10.2 <u>Content</u> . The plan shall contain the following: 10.2.1 <u>Overview</u> . Consists of a brief description of the objectives of the acceptance test plan, including flow diagrams, milestones, personnel participation, and security requirements. This section shall include the following: 10.2.1.1 <u>Flow diagram</u> . A functional description of the acceptance test program using a block diagram portrayal of the functions that must be met to satisfy the total acceptance program. Functions shall be numbered 1.0, 2.0, 3.0 etc... 10.2.1.2 <u>Milestones</u> . Identifies the start and expected completion dates of each test to be performed. 10.2.1.3 <u>Participation</u> . Identifies the Government and Contractor participation roles and responsibilities. 10.2.1.4 <u>Security</u> . Identify and state briefly any security measures or guidelines to observed. 10.3 <u>Master test list</u> . Lists all test to be accomplished in the order they are to be performed. Separate listings for each location shall be provided. This listing shall include the following: 10.3.1 <u>Facility</u> . Location where the acceptance test is to be performed. 10.3.2 <u>Item number</u> . Number for each piece of equipment or item, test will be performed on. 10.3.3 <u>Test description</u> . Name and brief description of test to be performed. 10.3.4 <u>Parameters</u> . The number of cycles the test will be performed and selected parameters to be observed. 10.3.5 <u>Equipment location</u> . Current location of equipment to be tested or used in the acceptance test. 10.3.6 <u>Special tests</u> . Provides a list of special or unusual tests and examinations necessary to verify satisfactory equipment performance to specifications. (Continued on Page 2)			
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Block 10. Preparation Instructions (Continued)

10.4 Equipment list. The equipment list shall list all equipment to be used in the acceptance test. The listing shall include the following:

10.4.1 Test equipment. List all test equipment by:

- a. Description.
- b. Nomenclature.
- c. Serial Number

10.4.2 Support equipment. List of all support equipment by:

- a. Description.
- b. Nomenclature.
- c. Serial Number

10.4.3 Special test equipment. List all special test equipment required to be designed or construction or use on the Program by:

- a. Description.
- b. Nomenclature.
- c. Date required.

10.5 Validation procedure. An overview of the procedures that the contractor will use to validate the test results.

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1. TITLE TEST/INSPECTION REPORTS		2. IDENTIFICATION NUMBER DI-NDTI-80809A	
3. DESCRIPTION/PURPOSE 3.1 The test/inspection report is used to determine compliance with system requirements, performance objectives, specifications, or test/inspection plans; whether the tests/inspections are conducted at contractor, government or independent facilities.			
4. APPROVAL DATE (YYMMDD) 910325	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) F/AFSC-TE	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This data item description (DID) is a broad consolidation of a number Or superseded DIDs that specifies a uniform content and format to be used in the preparation of test/inspection reports covering test/inspections on systems, subsystems, components, parts, materials, processes, and equipments as applicable. (Continued on page 2)			
8. APPROVAL LIMITATIONS		9a. APPLICABLE FORMS	9b. AMSC NUMBER F6040
10. PREPARATION INSTRUCTIONS 10.1 <u>Format requirements</u> . The test/inspection report format shall be contractor selected consistent with the following requirements. 10.1.1 <u>Media</u> . The test/inspection report shall be provided by electronic transmission or on either magnetic media or durable quality paper, and shall present the data in a clean and legible manner. The text and numeric data shall be capable of being typewritten or printed, using non-exotic typefaces, on 8 1/2 by 11 inch standard white paper. Photographs, pictorials, graphics, and drawings shall be presented in high contrast black and white or color. If the media is paper, black ink should be used on white bond paper, and the report shall be bound such that pages may be removed or inserted without damage or mutilation. The media shall be in the Computer Aided Logistics Support (CALs) format as specified in MIL-STD-184C. 10.1.2 <u>Format</u> . The test/inspection report format shall present the data in an effective and logically organized arrangement. The text shall be single spaced and shall use correct English grammar, spelling, capitalization, and punctuation. Numerical data shall use Arabic numerals and the units of measure shall be identified and defined. Acronyms, codes, abbreviations, signs, and symbols shall be defined. Photographic, pictorial, graphic, and drawing formats may be used for purposes of illustration. Attachments, tables, figures, footnotes, and illustrations shall be identified and referenced in the text. Oversize pages shall be capable of being folded to the dimensions of the volume. Unless effective presentation would be degraded, the initial format arrangement shall be used for all subsequent submissions. (Continued on Page 2)			
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BLOCK 7, APPLICATION/INTERRELATIONSHIP (Continued)

BLOCK 10, PREPARATION INSTRUCTIONS (Continued)

10.2.1 Cover and title page. The following information shall appear on the outside front cover and title page:

- a. Report date.
- b. Report number (contractor's or government, if assigned)
- c. Contract number/CLIN number or sequence number (if applicable)
- d. Contractor's name and address, and commercial and government entity (CAGE) code.
- e. Type of test/inspection (e.g., first article, quality conformance, developmental evaluation, qualification, environmental (specify); acceptance, or other).
- f. Identification (e.g., national stock number (NSN), nomenclature, model/part/serial number) of item tested/inspected.
- g. Name and address of test/inspection facility.
- h. Date or period of test/inspection.
- i. Name and address of requiring government activity.
- j. Security classification, downgrading and declassifying information (if applicable).

10.2.2 Table of contents. The table of contents shall identify the following:

- a. The title and starting page of each major section, paragraph, and appendix of the report.
- b. The page, identifying number, and title of each illustration (e.g., figure, table, photograph, chart, and drawing).

10.2.3 Introduction. The introduction shall include the following information.

10.2.3.1 Purpose of the test/inspection. The specific purpose of the test/inspection as specified in the contract tasking document if the contract does not identify a specific test/inspection purpose, the contractor's purpose shall be stated.

10.2.3.2 Item tested/inspected. Complete identification of the item tested/inspected including the following:

- a. Nomenclature.
- b. National stock number (HSN).
- c. Model/part/serial number.
- d. Type of item (e.g., prototype, production item, laboratory model).
- e. Serial or lot number.
- f. Applicable engineering changes.

- g. Production item specification (if applicable).
- h. Date of manufacture.

10.2.3.3 Test/inspection requirements. Complete identification of the test/inspection requirements correlated to contractual requirements and the requirements documentation, including the following:

- a. Required test/inspection parameters measured.
- b. Performance requirements, acceptance or compliance limits, and environmental criteria.

10.2.4 Summary. Complete test/inspection report summary including the following:

- a. A brief discussion of the significant test/inspection results, observations, conclusions, and recommendations covered in greater detail elsewhere in the report.
- b. Proposed corrective actions and schedules for failures or problems encountered.
- c. Identification of deviations, departures, or limitations encountered, referenced to the contract requirements.
- d. Tables, graphs, illustrations, or charts as appropriate to simplify the summary data.

10.2.5 Reference documents. Complete identification of all documents referenced in the test/inspection report including the following (as applicable):

- a. Prior test/inspection reports on the same item.
- b. Test/inspection plan and procedure documents.
- c. Requirement specifications and standards.
- d. Prior certifications of compliance.
- e. Contractor's file designation where test/ inspection records are maintained.
- f. Input parameters used.

The applicable issue of the documents cited therein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.

10.2.6 Body of report. The body of the test/inspection report shall be as follows:

10.2.6.1 Test equipment identification. Complete identification for each item of test equipment used in the test/inspection including the following:

- a. Nomenclature.
- b. Model number.
- c. Serial number.

- d. Manufacturer.
- e. Calibration status.
- f. Accuracy data.
- g. Comments (if applicable).

10.2.6.2 Test/inspection facility installation and set-up. Drawing, illustrations, and photographs may be used for clarification. Complete description of the physical set-up (e.g. item, test/inspection facility, and equipment used in conducting the test/inspection) to include the following:

- a. Location/orientation of item.
- b. Location/orientation/settings of test equipment and instrumentation.
- c. Location/orientation/settings of sensors and probes.
- d. Location/orientation of interconnections, cables, and hook-ups.
- e. Electrical power, pneumatic, fluidics, and hydraulic requirements.

10.2.6.3 Test/Inspection procedures. Complete description of the procedures used in conducting the test/inspection to include the following:

- a. Item selection and inspection that verified suitability for test/inspection.
- b. Summarized sequence of testing/inspection steps, including description of how the item was operated during the test/inspection, and any control conditions imposed.
- c. Data reduction techniques employed.

10.2.6.4 Test/inspection results and analysis. A copy of all test/inspection results and analysis to include the following:

10.2.6.4.1 Recorded data. The actual recorded data (e.g., log book entries, oscillographies, instrument readings, and plotter graphs). If the recorded data is extensive, provide it in an appendix.

10.2.6.4.2 Test/inspection results. Identification of all test/inspection results to include the following:

- a. Matrices comparing results achieved against test/inspection objectives or requirements.
- b. A discussion of these matrices as to their significance, and how they compare to any prior tests/inspections.
- c. Calculation examples.
- d. Tabulation of the recorded data (reference 10.2.6.4.1) reduced the related test/inspection procedure generating the data and test requirements.
- e. Discussion of anomalies, deviations, discrepancies or failures, including

their impact, causes, and proposed corrective actions. The discussion shall address discrepancies between design requirements and the tested/inspected configuration.

10.2.6.5 Conclusions. Test/inspection conclusions distinguish between objective and subjective to include the following:

a. The effectiveness of the test/inspection procedures in measuring item performance.

b. The success or failure of the item to meet required test/inspection objectives.

c. The need for repeat, additional, or alternative testing/inspection.

d. The need for item re-design or further development.

e. The need for improved test/inspection procedures, techniques, or facilities.

f. The adequacy and completeness of the test/inspection requirements.

10.2.6.6 Recommendations. Recommendations appropriate to the test/inspection results and conclusions including the following:

a. Acceptability of the item tested/inspected (pass or fail).

b. Additional testing/inspection required.

c. Redesign required.

d. Problem resolution.

e. Test/inspection procedure or facility improvements.

f. Disposition of items tested/inspected.

g. Documentation changes required.

h. Testing/inspection improvements.

10.2.7 Authentication. The following certifications shall be included, as applicable:

10.2.7.1 Authentication of test/inspection results. A statement that the test/inspection was performed in accordance with applicable specifications, test/inspection plans, and procedures, and that the results are true and accurate. The authentication shall include the signature of the contractor personnel that performed the test(s)/inspection(s). Any government witnesses, and a contractor representative authorized to make such certification.

10.2.7.2 Authentication of prior validation. A statement identifying those requirements not tested/inspected or measured that were previously validated. Include identification of the date and method employed for such validation (e.g., prior test/inspection, analytical verification, equivalent item, etc.). The authentication shall include the signature of a contractor representative authorized to make such authentication and any government witness.

10.2.7.3 Authentication of acceptability. A statement that the item tested/inspected either passed or failed item acceptability requirements as delineated in applicable specifications. This authentication shall include the signature of a contractor representative authorized to make such authentication and any government witness.

10.2.8 Appendices. Appendices shall be used to append detailed test/inspection data, drawings, photographs, or other documentation too voluminous to include in the main body of the report. This includes referenced documentation not previously provided by the Government, and test/inspection reports from any associated test/inspection activity that may have performed some of the testing/inspecting requirements.

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(Continued)

DATA ITEM DESCRIPTION	1. IDENTIFICATION NO(S)	
	AGENCY	NUMBER
1. TITLE CONFERENCE AGENDA	DoD	DI-A-7088
3. DESCRIPTION/PURPOSE 3.1 Provides agenda information concerning purpose, location, and schedule of the joint contractor/Government conference required to manage the acquisition of system/equipment, related items, and services. The agenda sets forth the place, time, date, purpose, and objectives of each forthcoming conference.	4. APPROVAL DATE 81 FEB 18	
	5. OFFICE OF PRIMARY RESPONSIBILITY AFSC/ESD	
	6. DDC REQUIRED	
	8. APPROVAL LIMITATIONS	
7. APPLICATION/INTERRELATIONSHIP 7.1 This data item description (DID) is applicable to all contracts for system/equipment, related items, and services. 7.2 This DID satisfies the requirements of MIL-STD-1521 or other applicable procurement documents cited in the contract 7.3 This DID replaces DI-A-2166 and DI-P-6202.	9. REFERENCE (Mandatory as cited in block 10) *MIL-STD-1521A + NOTICE 1	
	MCSL NUMBER(S) OMB EXEMPT *AMSC No. F1752	
10. PREPARATION INSTRUCTIONS 10.1 A separate agenda in contractor format is required for each proposed conference and shall be transmitted by letter or message. The agenda shall include, but not necessarily be limited to, the following, where applicable: a. The purpose and objective of the conference. b. The recommended conference location, date, and duration. c. A daily chronological listing of each major topic or subtopic to be discussed and the time schedule to be devoted to each topic. d. A recommended list of activities to be represented and identification of their responsibilities. e. A recommended list of subcommittees to be established during the conference and the proposed activity representation for each sub-committee. f. Reference to and brief description of the results of previous meetings on the same idea. g. Location, schedule, and purpose or subject area to be covered by each subcommittee. h. Name of Government chairman and contractor co-chairman of conference and designated activity representative to act as subcommittee chairman. (Continued on Page 2)		

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(Continued)

i. Administrative notes as required to indicate billeting, messing, transportation, and administrative services available to conference attendees.

j. Complete list of all documentation to be available for review.

k. Brief description of progress on actions or problems identified at previous meetings.

l. Other pertinent information such as forms to be used, identification of any deviations or waivers, security classification, clearance requirements, etc.

DATA ITEM DESCRIPTION	1. IDENTIFICATION NO(S)	
	AGENCY	NUMBER
1. TITLE CONFERENCE MINUTES	DoD	DI-A-7089
3. DESCRIPTION/PURPOSE 3.1 Minutes provide documentation of technical information and data required to record joint contractor/Government decisions and agreements reached during conferences, formal reviews, inspections, or audits.	4. APPROVAL DATE 81 FEB 18	
	5. OFFICE OF PRIMARY RESPONSIBILITY AFSC/ESD	
	6. DDC REQUIRED	
	8. APPROVAL LIMITATIONS	
7. APPLICATION/INTERRELATIONSHIP 7.1 This data item description (DID) is applicable to all contracts for system/equipment, related items, and services procured. 7.2 This DID satisfies the requirements of MIL-STD-1521 or other applicable procurement documents cited in the contract. 7.3 This DID replaced DI-A-2167 and DI-P-6201.	9. REFERENCE (Mandatory as cited in block 10) *MIL-STD-1521A+NOTICE 1	
	MCSL NUMBER(S) OMB EXEMPT *AMSC No. F1752	
10. PREPARATION INSTRUCTIONS 10.1 Conference Minutes. Minutes of each conference shall be prepared in contractor format and shall include, as a minimum, the following: <ul style="list-style-type: none"> a. A title page containing the following: <ul style="list-style-type: none"> (1) Title - type of meeting and date. (2) Identification of system/equipment, training courses, contract number, etc. (3) Space for signatures of the designated representatives of the contractor and procuring activity. (4) The name of the contractor and address to which the procuring activity should send acknowledgments of receipt/comments. b. The purpose and objective of the conference. c. The conference location. d. A summary of the discussions, decisions, agreements reached, and directions of the conference or individual subcommittees thereof. e. A list of attendees by name, rank, rate, grade or position, activity represented, activity code, and phone numbers, as appropriate. <p style="text-align: center;">(Continued on Page 2)</p>		

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10. PREPARATION INSTRUCTIONS (Continued)

f. Copies of action item sheets for each action to be implemented as a result of the conference. Format of the action item sheets shall be as specified by the conference chairman.

g. An updated copy of the conference agenda reflect the actual agenda for the conference as conducted.

h. The required elements of information specified by the conference chairman which are applicable to the type of conference conducted and other data and information as mutually agreed between the contractor and the procuring activity.

DATA ITEM DESCRIPTION	1. IDENTIFICATION NO(S)	
	AGENCY	NUMBER
1. TITLE Project Status Report (Management)	NSA	DI-A-5008A
3. DESCRIPTION/PURPOSE 3.1 To apprise the government of areas of difficulties and to indicate the status of the contractual effort as of the data of the report.	4. APPROVAL DATE 78 May 15	
	5. OFFICE OF PRIMARY RESPONSIBILITY NSA - N33	
	6. DDC REQUIRED	
	8. APPROVAL LIMITATIONS	
9. REFERENCE (Mandatory as cited in block 10) MIL-STD-847		
7. APPLICATION/INTERRELATIONSHIP 7.1 To summarize the progress made by the contractor compared to the goals established in the work program. 7.2 Latest editions of related Data Items which will be applicable when called out on the DD Form 1423. 7.2.1 DI-A-5000, Man-Hours Expenditure Chart 7.2.2 DI-A-5001A, Funds Expenditure Chart 7.2.3 DI-A-5003, Funds Expenditure Report 7.2.4 DI-A-5010, Project Planning/Actual Progress Chart (Fixed Price Contracts) 7.2.5 DI-A-5016, Project Planning/Actual Progress Chart (Other than Fixed Price Contracts) 7.3 This DID supersedes DI-A-5008, 67 Oct 01.	MCSL NUMBER(S)	
	10. PREPARATION INSTRUCTIONS 10.1 - The report shall include: 10.1.1 A narrative summary of the work performed during the reporting period, including overall status of each task or unit of work as of the end of the reporting period. The breakdown of tasks and/or units of work used in this report shall conform to the work breakdown used in the Project Planning/Actual Progress Chart when that chart is a contractual requirement. 10.1.2 A list of tasks or units of work initiated during the reporting period with a stated objective for each. A document containing the objective(s) may be referenced. 10.1.3 Major difficulties encountered and plans to overcome them, including: a. Tasks/units that are behind schedule, their effect on completion of the project, and steps being taken to remedy the situation. b. Other information which defines cause and effect of significant changes on the contract schedule. 10.1.4 Key dates in the testing program.	

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Preparation Instructions (Continued)

10.1.5 When applicable, a list of all mechanical and electrical designs completed, along with diagrams (where appropriate for clarification) and a brief description of each item.

10.1.6 Graphs, drawings, charts, photographs and other such materials as may be appropriate.

10.2 The report shall be prepared as follows:

10.2.1 It shall be typewritten or clearly lettered and copies shall be reproduced with non-fading ink on 8" x 10 1/2" or 8 1/2" x 11" paper.

10.2.2 The data indicated below shall be contained on a title page in a 3 1/2" x 1 1/2" rectangle located three inches from the top of the page and two and one-half inches from its unfastened edge.

- a. Type of report, e.g., monthly, interim, final
- b. Purchase description title.
- c. Contract number.
- d. Dates of the reporting period.

Other necessary information may be included elsewhere on the title page.

10.2.3 Attachments are to be prepared on standard letter size paper or standard size engineering drawing paper. Each attachment shall be fully identified and shall be referenced in the text of the report.

10.2.4 Security classification and distribution limitation markings shall be applied in accordance with requirements contained in contract documents, Industrial Security Manual, or Security Requirements Check List.

10.3 Submission and quantity requirements are specified in the DD Form 1423, Contract Data Requirements List.

10.4 Unless the Data Item(s) listed in Block 7 above, is/are specifically noted on the Form 1423, data may be furnished in the vendor's format, if approved by the procuring activity.

DI-A-5008A
(Continued)

SUPPLEMENT 1 TO DI-A-5008A (TACCS Project Status Report)

SECTION 10:

Paragraph 10.2.1: Delete "or clearly lettered" in the first line; and "8 x 10 1/2" in the second line.

Paragraph 10.2.4: Line 2 delete all after "documents" on line 2.

DATA ITEM DESCRIPTION	1. IDENTIFICATION NO(S)	
	AGENCY	NUMBER
1. TITLE Project Planning/Actual Progress Chart (Fixed Price Contracts).	NSA	A-5010
3. DESCRIPTION/PURPOSE The chart will be used to depict graphically the plans for progress of work on a contract.	4. APPROVAL DATE 1 October 1967	
	5. OFFICE OF PRIMARY RESPONSIBILITY N	
	6. DDC REQUIRED N/A	
	8. APPROVAL LIMITATIONS	
7. APPLICATION/INTERRELATIONSHIP As an attachment to a proposal and a status or progress report as specified in the purchase description.	9. REFERENCE (Mandatory as cited in block 10)	
	MCSL NUMBER(S)	
10. PREPARATION INSTRUCTIONS 1. The chart shall be prepared on Form J1956. Vellum copies of the form will be furnished by the contracting officer, if requested. 2. The description entry on the chart shall be by item of work, each of which should be broken into its logical subdivision at the earliest possible stage of chart preparation. Subsequent additions to the work breakdown shall be made as they occur in contract work performance. Items shall not be made as they occur in contract work performance. Items shall not be deleted even though work may be deleted from the program, or stopped before completion. 3. The plans for and progress of work shall be depicted for each milestone using symbols indicated on the Project Planning Chart (Explanation of), Inclosure 1. The progress of work shall be reported as shown on the Planning Chart (Sample), Inclosure 2. 4. A Project Planning Chart shall be prepared as of the submission dates specified on the DD Form 1423. It shall contain the following items of information unless deleted by entry in Block 16 of the DD Form 1423. a. Description, as defined in paragraph 2. above. b. Last date to which chart was posted.		

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- c. Date each item of work is scheduled to start.
 - d. Date each item of work is scheduled for completion.
 - e. Line drawn horizontally to depict approximate degree each item of work has been completed, disregarding the time scale.
 - f. A narrowed line for each item of work and for each report submission showing by the arrowhead the "as-of" date of the report and by its tail the degree of work done.
 - g. Date item of work started if different from date scheduled.
 - h. Date item of work completed if different from date scheduled.
 - i. Man-hours expended for each reporting period on each item of work.
 - j. Contract funds expended for each reporting period on each item of work.
5. The chart shall be a reproducible master and shall remain in the possession of and be maintained by the contractor during the life of the contract. The right is reserved to the contracting officer or his duly authorized representative to request current copies of the charts at other times or to view the charts in possession of the contractor at any reasonable time.
6. Revised estimate lines shall be constructed on the chart by the contractor if and when contract modifications cause the original estimate to be no longer suitable for the intended purpose.

P00004

SUPPLEMENT 1 TO DI-A-5010 (TACCS Project Planning Chart)

Section 10:

Paragraph 10.1: Change to read: Chart shall be prepared on any material mutually acceptable to the government and the contractor. The planning chart symbols may be vendor unique.

Paragraph 10.3: Delete all after ". . . Project Planning Chart" (i.e., the last two (2) lines of this paragraph).

P00004

DAHC94-94-D-0003

<p style="text-align: center;">DATA ITEM DESCRIPTION</p>	1. IDENTIFICATION NO(S)	
	AGENCY	NUMBER
<p>1. TITLE</p> <p style="text-align: center;">Contract Data Status Report (CDSR)</p>	USAF	DI-M-30415
<p>3. DESCRIPTION/PURPOSE</p> <p>This data item description identifies all data requirements of the contract. It provides a basis for uniform planning and status reporting of program contract data, visibility of actual data requirements and as a historical record of submittal.</p>	<p>4. APPROVAL DATE</p> <p style="text-align: center;">26 Aug 1971</p>	
	<p>5. OFFICE OF PRIMARY RESPONSIBILITY</p> <p style="text-align: center;">AFSC</p>	
	<p>6. DDC REQUIRED</p>	
	<p>8. APPROVAL LIMITATIONS</p>	
<p>7. APPLICATION/INTERRELATIONSHIP</p> <p>This requirement is used on a major programs to periodically provide Government management personnel with current status information on contract data.</p> <p>Formerly (U) M-638/M (ASD)</p>	<p>9. REFERENCE (Mandatory as cited in block 10)</p> <p style="text-align: center;">AFR 310-1 AFSC/AFLM 310-1</p>	
	<p>MCSL NUMBER(S)</p>	

10. PREPARATION INSTRUCTIONS

1. The Contract Data Status Report shall be prepared by the Contractor as an EDP printout or a manual report. This periodic data status report as a minimum shall contain the following informational elements for each line item of data required by the DD Form 1423 "Contract Data Requirements List", except as stated in section 4, below:

- a. Prime contract number
- b. DD Form 1423 line item sequence number
- c. DD 1664 Number
- d. Data item description title and sub-title if applicable.
- e. Number and date of data transmittal (document transmittal letter, DD 250 etc.
- f. Type (i.e., submitted for approval or information)
- g. Frequency of data submittal (monthly, quarterly, semiannually, etc.)
- h. Scheduled due date.
- i. Security classification of the data item.
- j. Approval status (i.e., scheduled approval data, approved, disapproved and approval date).

2. The CDSR shall be furnished in the following formats as specified on the DD Form 1423.

a. This section will list all data requirements and submittal accomplished within the calendar month reported, including those resulting from ECP activity.

b. This section will contain a listing of all documentation due for submittal during the next 60 days reporting period.

c. This section will list those items which required Air Force approval during the month reported, whether or not the approval has been given or is still pending.

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d. This last section of the report will contain a listing of all documentation which was due and not submitted.

3. All applicable line items listed in the reports described in paragraph 2 above will contain all elements of information listed in paragraph 1.

4. The Contract Data Status Report will list each CDRL line item. Where the reporting of status will be facilitated or the volume of detail data elements within a specific CDRL line item (e.g., drawings) dictates the CDSR may be supported by sub-tier reports. The CDSR will either list each item by detail data element or reference the support sub-tier status reporting system.

DATA ITEM DESCRIPTION	1. IDENTIFICATION NO(S)	
	AGENCY	NUMBER
1. TITLE Configuration Management Plan (CMP)	USAF	DI-E-3108-C-118-1
3. DESCRIPTION/PURPOSE This plan is prepared by the contractor to describe his assignment of responsibilities organizationally and the procedures used in his accomplishment of the specific configuration management requirement as stated in the contract. It is not to be used as a contractual requirement in lieu of the statement of work.	4. APPROVAL DATE 26 February 1971	
	5. OFFICE OF PRIMARY RESPONSIBILITY AFSC	
	6. DDC REQUIRED	
	8. APPROVAL LIMITATIONS	
7. APPLICATION/INTERRELATIONSHIP Obtained as part of the validation phase final report. When a validation phase is not accomplished, the CMP will be a requirement of the full-scale development contract. Not to be used on follow on contracts where the contractor's configuration management organization and procedures have been satisfactorily demonstrated on prior contracts. This DID may be modified and used noncompetitive RFPs to acquire information for source selection. When used in this manner, only an abbreviated plan will be acquired. By the same token, when this plan is procured (on other than validation contracts) it should be modified to delete source selection requirements.	9. REFERENCE (Mandatory as cited in block 10) MIL-STD-483	
	MCSL NUMBER(S)	

10. PREPARATION INSTRUCTIONS

The contractor shall describe in a configuration management plan, the organizational

responsibilities and procedures used in the implementation of the configuration management

plan shall be prepared in accordance with the criteria set forth in Appendix I of MIL-STD

-483 (USAF).

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, a completing and reviewing the collection of information, including suggestions for reducing this burden to Washington Headquarter Services. Directorate for information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1203, Arlington, VA 22202-4302, and the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.			
1. TITLE LSA - 004 MAINTENANCE ALLOCATION CHART		2. IDENTIFICATION NUMBER DI-ILSS-81140	
3. DESCRIPTION/PURPOSE 3.1 This report contains three of the four sections which make up the Maintenance Allocation Chart (MAC) summary. The report can be provided in draft, standard, or aviation format. The standard and aviation formats are in accordance with figures 20 and 21. respectively, of MIL-M-63038 (TM). This report is used as source information for the final MAC contained in the organizational maintenance technical manual.			
4. APPROVAL DATE (YYMMDD) 910328	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) TM	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the Logistic Support. Analysis Record report required by appendix B paragraph 30.3 of MIL-STD-1388-2B. 7.22 This DID is applicable to the acquisition of military systems and equipment. 7.3 This DID supersedes DI-L-7189.			
8. APPROVAL LIMITATIONS		9a. APPLICABLE FORMS	9b. AMSC NUMBER A6048

10. PREPARATION INSTRUCTIONS

10.1 Reference documents. The applicable issue of the documents cited herein, including their approval dates and the dates of any applicable amendments, notices, and revision shall be specified in the contract.

10.2 Format. The report shall be prepared in the format of MIL-STD-1388-2B, appendix B Figure 17, using one or more of the options specified in paragraph 30.3.

10.3 Content. The source of data appearing on the LSA-004 summary is contained in Appendix B, Figure 14, LSAR Data Tables to Report, Matrix. Data displayed on the report is not required if the data is not specified on DD Form 1949-1, LSAR Data Selection Sheet, contained in the statement of work.

10.3.1 Calculations for man-hours shall be performed in accordance with the formula contained in appendix B, paragraph 30.3.

10.3.2 The LSA-004 report consists of the following selectable options:

- a. Draft Maintenance Allocation Chart
- b. Proof Maintenance Allocation Chart
- c. Aviation Maintenance Allocation Chart.

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is limited.

THIS DOCUMENT SERVES AS DD FORM 1664 (APR 89)

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
2. TITLE Technical Report - Study/Services		1. IDENTIFICATION NUMBER DI-MISC-80508	
3. DESCRIPTION/PURPOSE 3.1 A technical report provides fully documented results of studies or analyses Performed.			
4. APPROVAL DATE (YYMMDD) 880115	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) G/T2137	6a. DTIC APPLICABLE X	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This data item description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID supersedes DI-A-5029. 7.3 Defense Technical Information Center (DTIC), Cameron Station, Alexandria, VA 22314.			
8. APPROVAL LIMITATIONS		9a. APPLICABLE FORMS	9b. AMSC NUMBER G4291

10. PREPARATION INSTRUCTIONS

10.1 Format.

(a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.

(b) Text shall be prepared on standard letter size paper (8 1/2" X 11").

(c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report.

(d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description ad security requirements checklist, as applicable.

10.2 Content.

(a) Title Page - Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.

(b) Table of Contents

(continued on page 2)

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Block 10. Preparation Instructions (Continued)

(c) Section I - Includes the following:

(1) Introduction

(2) Summary - A brief statement of results obtained from the analytic effort.

(3) Conclusions and their condensed technical substantiations.

(d) Sections A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
1. TITLE SITE PREPARATION REQUIREMENTS AND INSTALLATION PLAN		2. IDENTIFICATION NUMBER DI-MGMT-80033	
3. DESCRIPTION/PURPOSE 3.1 The Site Preparation Requirements and Installation Plan defines requirements and responsibilities for the coordinated, integrated Government and contractor site preparation and installation efforts of the deliverable end product(s).			
4. APPROVAL DATE (YYMMDD) 850617	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) G/T21	6a. DTIC REQUIRED	6b. GIDEP REQUIRED
7. APPLICATION/INTERRELATIONSHIP 7.1 This data item description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract. 7.2 This data item may be applied in any program phase and contract which contains Site Preparation Requirements. 7.3 This data item supersedes DI-L-5083A and U-L-5083B.			
8. APPROVAL LIMITATIONS		9a. APPLICABLE FORMS	9b. AMSC NUMBER G3626

PREPARATION INSTRUCTIONS

10.1 Contract. This data item is generated by the contract which contains a specific and discrete work task to develop this data product.

10.2 General. The following general instructions shall apply to the Site Preparation Requirements and Installation Plan:

a. Text - Typewritten or by such other office composition machine(s) as may be available, provided no additional cost is incurred by the Government for such method of preparation and the delivered plan can be reproduced by standard office copying equipment.

b. Diagrams/Drawings - Be in accordance with the contractor's standard engineering drawing practices.

c. Illustration/Graphs - Illustrative material, e.g., charts, graphs, photographs, sketches, etc., shall be in accordance with the contractor's normal methods for such data.

d. Legibility - The complete plan, including appendices, attachments, illustrations, graphics, etc., shall be clear, legible and reproducible.

10.3 Format. Contractor format.

(continued on page 2)

10.4 Content. Contents of the plan shall include the following as applicable:

- a. A detailed description, by major subheadings, of all installation work to be done by the contractor at the site, to include scheduling and dependency of the various tasks.
- b. A site layout plan including detailed layouts (placement) of all equipment, racks, cabinets and consoles.
- c. General equipment specifications to include:
 1. Physical specifications - height, length, width, and weight (floor loading) of each equipment rack, cabinet and console.
 2. Equipment rack, cabinet and console templates.
 3. Manufacturer's specific machine configuration and space requirements.
 4. Maintenance access requirements for each equipment, rack cabinet and console.
 5. Special operational line-of-sight requirements between various equipments.
- d. A lighting plan to include general and special lighting requirements.
- e. A site and/or facility construction section detailing all required structural modifications or additions plans.
- f. An electrical power utilization section to include requirements plans for:
 1. Input voltages, frequency, and tolerances
 2. Grounding
 3. KVA required for each rack, cabinet and console and the type of termination to Government's power supply, cable connections, terminal strip, etc.
 4. Phasing number and color code of conductors per cabinet.
 5. Location of power and signal entry points and their respective hole sizes.
 6. Generator and control cabinet dimensions and specifications, control wiring, and emergency off requirements.

g. A section containing the plans for an equipment inter-unit cabling, wave guide and wiring, and lists.

h. A cooling section containing plans which show facility and equipment air conditioning requirements, later requirements, and any special cooling requirements, to include:

1. Operating area environmental conditions:

- (a) Temperature range
- (b) Relative humidity range
- (c) Atmospheric pressure

2. Equipment air conditioning requirements which shall specify:

(a) Type of air conditioning required, i.e., ambient or forced air. If forced air is indicated, required static air pressure shall be specified.

(b) Type of air carrier, i.e., subfloor or overhead duct.

(c) Location for each equipment rack, cabinet and console of the required overhead ducts or subfloor opening and their respective sizes.

(d) Equipment operating and non-operating environmental conditions, e.g., temperature, atmospheric pressure and relative humidity.

3. Operating requirements and capabilities of air conditioning equipment to include:

- (a) Temperature range
- (b) KVA
- (c) BTUs
- (d) C.F.M./each, temperature, relative humidity range

i. Shipping requirements and related information to include:

1. Names of time span of contractor personnel to be used at the installation site to ascertain delivery routes, dock facilities and to perform equipment installation.

2. Special requirements for on-site movement of equipment/systems.

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, a completing and reviewing the collection of information, including suggestions for reducing this burden to Washington Headquarter Services. Directorate for information Operations and Reports. 1215 Jefferson Davis Highway, Suite 1203, Arlington, VA 22202-4302, and the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.			
1. TITLE INSTRUCTIONAL MEDIA PACKAGE		2. IDENTIFICATION NUMBER DI-ILSS-81092	
3. DESCRIPTION/PURPOSE 3.1 Instructional Media Package provides instructional media and the supporting data used in the production of the curriculum materials as a result from the work tasks described by Task 301 of MIL-STD 1379.			
4. APPROVAL DATE (YYMMDD) 901205	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) SH	6a.DTIC APPLICABLE	6b.GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the Instructional Media Package for training equipment and training courses resulting from the work tasks described by Task 301.4.1 of MIL-STD-1379 7.2 It is not intended that all the requirements contained herein should be applied to every program or program phase. Portions of the DID are subject to deletion tailoring depending upon the program phase in which it is applied in the contract. <div style="text-align: right;">(Continued on</div> Page 2)			
8. APPROVAL LIMITATIONS		9a. APPLICABLE FORMS	9b. AMSC NUMBER N5063

10. PREPARATION INSTRUCTIONS

10.1 Reference documents. The applicable issue of documents cited herein, including their approval dates and dates of any applicable amendments, notices and revisions shall be as specified in the contract.

10.2 Style and format. The style and format of the Instructional Media Package shall be in accordance with Appendix C of MIL-STD-1379.

10.3 Content. The Instructional Media Package shall contain the following:

- a. Front Matter.
- b. Scripts.
- c. Storyboard.
- d. Video Shot List.
- e. Video Production Plan.
- f. Edit Decision List (EDL).

- g. Audio.
- h. Video Materials.
- i. Videodisc.

- j. Slides.

(continued on page 2)

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

Block 7, Application/Interrelationship (Continued)

7.3 The provisions of DoD Directive 5040.2, Office of Federal Procurement Policy (OFPP) Policy Letter 79-4, and implementing Military Department directives apply when audiovisual productions or visual information products are acquired or developed in support of or as part of courseware. These provisions are applicable to the acquisition or development of the Instruction Media Package covered herein.

7.4 DID, DI-ILSS-81085, Test Package, may be used as guidance for preparation of the Instructional Media Package (see 10.3.2.2.lg).

7.5 This DID supersedes DI-H-7072, DI-H-25724B and DI-ILSS-80088, DI-ILSS-80089, DI-ILSS-80090, DI-ILSS-80546, DI-ILSS-80802, DI-ILSS-80803, and DI-ILSS-80804.

Block 10, Preparation Instructions (Continued)

- k. Transparencies.
- l. Wall Charts.
- m. Media Production Data.
- n. Job Aids (JA).
- o. Adjunctive Material.

10.3.1 Front matter. Content of the front matter shall be in accordance with Appendix C of MIL-STD-1379.

10.3.2 Scripts. Scripts shall provide a complete blueprint by which the information is presented. Scripts shall be provided on service specified format(s). Scripts shall be written for the following types of products:

- a. Video presentations.
- b. Multi-media presentations.
- c. Audio only presentations.
- d. Interactive Courseware.

10.3.2.1 Video script. Video script shall provide:

- a. Title and identification number.
- b. Scene number, cross-referenced to script and storyboard.
- c. Scene description (includes location, sets, talent, wardrobe, properties, stage directions, special effects, graphics or art, and camera directions).
- d. Camera directions.

- (1) Type of shot.
- (2) Stage directions.
- (3) Camera movement and type of transitions.

e. The supporting audio script shall:

- (1) Define the visual relationship.
- (2) Provide details and suggest relationships to enhance the visual message.

- (3) Identify breaks of silence on edits.
- (4) Be in sync with the video action.
- (5) Describe on or off, camera narration, music, and sound effects.

f. The audio content and sound effects time requirements shall be provided.

10.3.2.2 Multi-media script. Multi-media script shall provide a master script for all media used within the presentation. Individual types of media scripts shall be used to support the production of that presentation segment (e.g., use a video script to produce a video and an audio script to produce an audio tape). Multi-media script shall:

- a. Show the relationship between each type of media and how it is to be used.
- b. Provide a description of the instructional material.
- c. Provide the information outlined in 10.3.3.1 as appropriate to the final media requirements.

10.3.2.2.1 Script data sheet/lecture guide. The script data sheet/lecture guide shall consist of:

- a. Instructional media title.
- b. Running Time (as appropriate).
- c. Learning objectives.
- d. Topic outline.
- e. Lecture outline which shall provide the instructor(s) with a written version of the presentation keyed to visual scenes.
- f. Points to look for, with emphasis on safety considerations.
- g. Tests and Answer Keys.(For guidance, see DI-ILSS-81085).

10.3.2.3 Audio only scripts. Audio only scripts shall:

- a. Provide the directions necessary to support production of the audio only instructional material.
- b. Describe the contents of the program (e.g., which may include narration, character treatment, music, sound effects, pauses or stops)
- c. Include the information required by 10.3.7h.

10.3.2.4 Interactive courseware (ICW). Interactive courseware (ICW) shall provide:

- a. The requirements of 10.3.3.1.
- b. A description of computer graphics and programming instructions.

10.3.3 Storyboard. A storyboard shall be included to represent each scene within the script. Storyboards shall be provided on service specified format(s). The storyboard shall provide:

- a. The required information and directions for the video director, programmer, and instructional designer which will be presented by the content media.

b. The information for video production and post-production. Storyboards shall consist of:

(1) Visual representation (e.g., artwork, photography, line drawing, camera angle, stage direction, special effects, editing transitions, graphics, text, lighting).

(2) Audio requirements (e.g., narration, dialogue, sound effects, music, ambient sound, talent direction).

(3) Programming section which defines detailed computer programming instructions for interaction, branching and courseware performance.

(4) Scene numbers which are consistent with the script. Each storyboard shall be cross-referenced to the specific action point in the applicable flow diagrams it supports.

(5) Support material relationship which identify and cross-reference any shared or related courseware material and courses.

(6) SMPTE time code requirements which include cross reference to the source video.

The storyboard shall consist of the following sections:

10.3.3.1 Video section. The video section shall provide the identification and description of the video requirements for that scene. These requirements shall be as follows:

a. Description of shot shall identify the visual displayed still, motion and sequence. The description shall identify the primary and additional subjects in separate and split screen video. Character generations to be mixed with the video shall also be identified. Provide simulation sequence number for each shot in the order in which the video will be presented.

b. Camera angle.

c. Special effects (e.g., animation, overlays, inserts, high light, digitized (ADO) video, computer generated video graphics).

d. Editing transition and type (e.g., wipe, dissolve, fade to/from black).

e. Text used.

f. Character generator text and description.

g. Society of Motion Picture and Television Engineers (SMPTE) Time Code shall identify the actual location of the shot on the premaster video using SMPTE time code. This data shall be added to the storyboard during or after the video production requirement.

h. Linear play start and stop frame in SMPTE time code.

i. Resource video used.

j. Description of resource video used shall describe special requirements and conditions that must exist for the correct shot presentation, such as equipment switch configurations, specific operational conditions, etc.

k. Simulation.

l. Provide additional comments and directions.

10.3.3.2 Audio section. The audio section shall provide identification and description of the audio requirements for each scene. These requirements shall be as follows:

- a. Audio track and channels.
- b. Second language used and dedicated audio track.
- c. Compressed or still frame audio used.
- d. Music cuts.
- e. Ambient sound.
- f. Signature characteristics and sound effects used.
- g. Narrative dialogue.

10.3.3.3 Graphics programming section. The programming section shall provide identification and description of the programming requirements to support graphics screen storyboards. These requirements shall be as follows:

- a. Type of input/output device (e.g., joystick, light pen, mouse, touch panel, graphics tablet, keyboard, optical digitizer, track ball, bar code reader, printer).
- b. Frame number.
- c. Frame name.
- d. Frame type with required logic.
- e. Alphanumerics in visuals.
- f. Graphics used.
- g. Animation used.
- h. Background colors to include color register number, and the font, size and color of text.
- i. Composite of visual display.
- j. Program flow.
- k. Display flow/sequence.
- l. Provide additional comments and directions.

10.3.4 Video shot list. The video shot list shall provide a list of video motion and still frame shots in shot sequence order. The elements of the video shot list are:

- a. Shot description shall describe video shots to include still shots, motion shots, camera angles, special effects, stage directions, transitions, and character generation.
- b. Audio track information for each scene.
- c. Shot location requirements.
- d. Shot support requirements list.
 - e. Shot sequence number in order of recording with cross-reference to the script and storyboard.
- f. Existing audio visual materials to be used including titles, control numbers, reel numbers, and SMPTE time codes.
- g. Graphics art work referenced for production with cross-referenced to script and storyboard.
- h. Script and storyboard cross-reference to video shot list.
- i. SMPTE time code to videodisc frame number conversion.

10.3.5 Video production plan. The video production plan shall provide a plan containing information for the coordination required for video production. The video production plan shall be provided on service specified format(s). The elements of the video shot support plan are:

- a. Available on-site support data that describes requirements already in-place.
- b. List of video support requirements that are not available on-site.
- c. Personnel requirements listing actors, actresses and production personnel needed for the video shoot.
- d. Equipment resources needed.
- e. Schedule listing availability of times to shoot.

10.3.6 Edit decision list (EDL). The EDL shall provide directions to the video editor on assembly of the premaster or master video with video edits and required treatments. The edit decision list also provides a cross-reference to the script and storyboard with recommended or selected scene(s). The edit decision list shall be developed and provided on service specified format(s). The elements of the edit decision list are.

- a. Approved script and storyboard identification number.
- b. Edit sequence number shall identify the order in which the edits will be performed, determined by edit sequence on the premaster or master video.
- c. Video resource reel number.
- d. Resource video SMPTE time codes for start and end of each scene.
- e. Audio and video edits shall define the required edit actions. Each video edit description shall include: video treatments (i.e., split screens, overlays, character generations); transitions (i.e., cuts, wipes); still frame audio; digital data frame edits, and beginning and ending SMPTE time codes. Audio edits shall include single or double track, sound effects and audio fade(s).
- f. Premaster Video SMPTE Location shall provide a list of the beginning and ending SMPTE time codes for a scene on the premaster video.

10.3.7 Audio. The audio shall be provided on service specified format(s). The audio shall be based on the script. The audio (e.g., voice, music, sound effects) shall be premixed and synchronized with the script program in accordance with industrial or broadcast quality audio production standards. The type of the audio deliverables shall be as follows.

- a. Professional narration.
- b. Music and sound effects.
- c. Synchronized sound slide programs.
- d. Digitized or still framed audio recorded in accordance with ANSI C98.20M-1979.
- e. Resource audio (Audio recorded prior to editing).
- f. Master audio.
- g. Production copies.
- h. Audio leader shall include the title, classification, listening requirements, preparing and procuring activity, and date produced.
- i. Labels shall identify title, production identification number and run time.

10.3.8 Video materials. The video materials shall be provided on

service specified format(s). The video materials sources shall be on tape, disc, or digital media. The video material shall be based on the script and storyboard. The video program shall be in accordance with Government approved production standards. The type of the video materials shall be as follows:

- a. Resource video (Video footage prior to editing).
- b. Premaster video.
- c. Master video.
- d. Production video copies.

10.3.8.1 Indexing. Indexing of video material shall identify key points within the program information.

10.3.8.2 Labels. Labels shall identify title, production identification number and run time.

10.3.9 Videodiscs. The videodiscs shall be provided on service specified format(s). The videodiscs shall be based on the master video. The videodiscs program shall be in accordance with Government approved production standards. The type of the videodisc shall be as follows:

- a. Check videodisc.
- b. Master videodisc.
- c. Production videodisc copies.

10.3.9.1 Labels. Labels shall identify title, production identification number, run time and side number.

10.3.10 Slides. The slides shall be provided on service specified format(s). The slides shall be based on the script and storyboard when developed with audio. The slide program shall be in accordance with Government approved production standards.

10.3.11 Transparencies. The transparencies shall be provided on service specified format(s). Transparencies shall be in accordance with Government approved production standard

10.3.12 Wall charts. The wall charts shall be provided on service specified format(s). Wall charts shall be in accordance with Government approved production standard.

10.3.13 Media Production Data. The Media production data shall contain all legal documentation related to the copyright clearances, production and talent releases. (This applies to contractor and military personnel, as well all other sources of original material and professional actors). All contract reference numbers and proponents shall be included within the media production folder.

10.3.14 Job aids (JA). JAs shall provide step-by-step instructions related to the performance of a task in either the job or training environment. These procedural instructions shall be expressed as written or visual information or a combination of both. Each JA shall consist of:

- a. Title
- b. Task
- c. Applicable learning objective(s)
- d. Administrative instructions (if required)
- e. Body (written or visual procedural guidance)

10.3.15 Adjunctive material. Adjunctive material shall provide data that enhances and provides additional support to training that can not be provided by the primary media.

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, a completing and reviewing the collection of information, including suggestions for reducing this burden to Washington Headquarter Services. Directorate for information Operations and Reports. 1215 Jefferson Davis Highway, Suite 1203, Arlington, VA 22202-4302, and the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.			
1. TITLE MISSION, COLLECTIVE, INDIVIDUAL, AND OCCUPATIONAL TRAINING TASK ANALYSIS REPORT		2. IDENTIFICATION NUMBER DI-ILSS-81078	
3. DESCRIPTION/PURPOSE 3.1 This report provides information collected during mission, collective, individual, and occupational training task analyses required for the design and development of collective and individual training programs and products.			
4. APPROVAL DATE (YYMMDD) 901205	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) SH	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the preparation instructions for the content and format of Mission, Collective, Individual, and Occupational Training Task Analysis Report resulting from the work task described by Task 201.4.2 of MIL-STD-1379. 7.2 It is not intended that all the requirements contained herein should be applied to every program or program phase. Portions of this DID are subject to deletion tailoring depending upon the program phase in which it is applied in the contract. (Continued on Page 2)			
8. APPROVAL LIMITATIONS		9a. APPLICABLE FORMS	9b. AMSC NUMBER N5049

10. PREPARATION INSTRUCTIONS

10.1 Reference documents. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.

10.2 Style and format. The style and format of the Mission, Collective, Individual, and Occupational Training Task Analysis Report shall be in accordance with Appendix C of MIL-STD-1379.

10.3 Content. The Mission, Collective, Individual, and Occupational Training Task Analysis Report shall contain the following:

- a. Front Matter.
- b. Introduction.
- c. Mission, Collective, and Individual Analysis.
- d. Occupational Analysis.
- e. Training Analysis.
- f. Individual Training Standards Analysis.
- g. Training Analysis Matrix.

10.3.1 Front matter. The content of front matter shall be in accordance with Appendix C of MIL-STD-1379.

(Continued on Page

2)

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

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Block 7, Application/Interrelationship (Continued)

7.3 This DID supersedes DI-H-7068, DI-H-25713B, and DI-ILSS-80077.

Block 10, Preparation Instructions (Continued)

10.3.2 Introduction. The introduction shall specify the purpose, scope, and intended use of the Mission, Collective, Individual, and Occupational Training Task Analysis Report. It shall also include the background information and a description of the methodology used in each of the analyses.

10.3.3 Mission, collective, and individual analysis. The analysis shall include the following data elements:

10.3.3.1 Mission data. The mission data shall consist of the following:

- a. Mission statement for unit
- b. Stated missions related to unit mission
- c. Implied missions related to each stated mission
- d. Collective tasks related to each mission
- e. Echelon
- f. Organization
- g. Mission scenarios (e.g., combat functions, aircrew, tank crew).

10.3.3.2 Collective data. The collective data shall consist of the following:

- a. Collective task statement or title
- b. Collective task conditions
- c. Collective task standards
- d. Collective task identification number
- e. Subordinate collective tasks for each task
- f. Elements within each subordinate collective task
- g. Occupational specialties and skill levels performing task
- h. Missions related to collective task
- i. Material system related to collective task
- j. Initiating cues
- k. Analyst and reviewer identification
- l. Date of analysis
- m. Potential hazards/safety considerations
- n. Proponent
- o. Echelon
- p. Organization
- q. Tools, equipment, materials, systems required
- r. Training task selection criteria for each task:
- s. Combat functions.

10.3.3.3 Individual task data. Individual task data shall consist of the following:

- a. Individual task statement or title

- b. Individual task conditions
- c. Individual task standards
- d. Individual task identification number
- e. Individual task candidate number
- f. Performance measures for each task
- g. Occupational skill area
- h. Organizations, echelons and missions related to collective tasks
- i. Collective tasks related to individual tasks
- j. Material system related to task
- k. Initiating cues
- l. Task performance steps
- m. Analyst and reviewer identification
- n. Date of analysis
- o. Potential hazards/safety
- p. Proponent
- q. System
- r. Tools, equipment, and material required
- s. Training task selection criteria for each task:
 - (1) Criticality of performance value
 - (2) Frequency of performance
 - (3) Probability of inadequate performance
 - (4) Training emphasis rating
 - (5) Difficulty of performance
 - (6) Task delay tolerance
 - (7) Other
 - (8) References:
 - (a) Manning documents
 - (b) Field manuals and doctrinal publications
 - (c) Technical Manuals
 - (d) Equipment requirement documents
 - (e) Basis of issue plan
 - (f) Other
- t. Combat functions.
- u. Task skill level.

10.3.4 Occupational analysis. The occupational analysis shall consist of the following:

- a. Development of the Survey Questionnaire (procedures, parts).
- b. Survey Administration (date, surveyor).
- c. Survey Sample (population, grade/rank, specialty, sub-specialty, geographic location, billet).
- d. Occupational Field (OccFld) Task List Questionnaire.
- e. Job Description for Survey Sample.
- f. Data Processing (Comprehensive Occupational Data Analysis Program (CODAP)).
- g. Findings for Each Functional Area (occupational specialty skill, duty area). This includes issues and recommendations.
- h. General Occupational Field (OccFld) Comments. This section addresses issues that pertain to all functional areas examined in the occupational analysis report. It includes two parts: discussion and recommendation(s).

i. Advantages/Disadvantages of the Occupational Analysis Recommendations.

10.3.5 Training analysis. The training analysis shall consist of the following:

a. Training Emphasis Analysis (procedures for rating the importance of tasks for formal training).

b. Tasks Responsibilities by occupational specialty skill (percentage of personnel who perform each task by occupational specialty skill).

c. Training Analysis Summary and Recommendations.

10.3.6 Individual Training Standards (ITS) analysis. ITS Analysis shall consist of the following:

a. Identification of sources of ITS development data.

b. Description of the ITS development process.

c. Group Differences Between Functional Areas/occupational specialty skills. (May require one appendix for each comparison.)

d. Job Description for Functional Areas/occupational specialty skills. (May require one appendix for each occupational specialty skills examined.)

e. Training Emphasis.

f. Task Responsibility by occupational specialty skill/Functional Area/qualification/proficiency levels and codes assigned.

10.3.7 Training analysis matrix. The Job Training Analysis Matrix shall identify the system level or subsystems/equipment, and the task to be performed. It shall also include a matrix listing of the system level and subsystem/equipment level.

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, a completing and reviewing the collection of information, including suggestions for reducing this burden to Washington Headquarter Services. Directorate for information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1203, Arlington, VA 22202-4302, and the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.			
1. TITLE TRAINING COURSE CONTROL DOCUMENT		2. IDENTIFICATION NUMBER DI-ILSS-81075	
3. DESCRIPTION/PURPOSE 3.1 The Training Course Control Document describes the training content (subject, topics, tasks), training material, types and duration of instruction, and resources required to conduct both peacetime and mobilization training in an institutional setting.			
4. APPROVAL DATE (YYMMDD) 901205	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) SH	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the preparation instructions for the content and format of the Training Course Control Document resulting from the work task specified in Task 106.4.1 of MIL-STD-1379. 7.2 It is not intended that all the requirements contained herein should be applied to every program or program phase. Portions of this DID are subject to deletion tailoring depending upon the program phase in which it is applied in the contract. <div>(continued on page 2)</div>			
8. APPROVAL LIMITATIONS		9a. APPLICABLE FORMS	9b. AMSC NUMBER N5046

10. PREPARATION INSTRUCTIONS

10.1 Reference documents. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.

10.2 Style and format. The style and format of the Training Course Control Document shall be in accordance with Appendix C of MIL-STD-1379.

10.3 Content. The Training Course Control Document shall contain the following:

- a. Front Matter.
- b. Introduction.
- c. Course Descriptive Data.
- d. Outline of Instruction Summary
- e. Curriculum Outline of Instruction.
- f. Course Summary and Presentation Schedule.
- g. Profile Item-to-Topic Objective Assignment Chart.
- h. Fault Applicability List.
- i. Resource requirements list.
- j. Individual Training Standards.
- k. Resource Support.

(continued on page 2)

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

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Block 7, Application/Interrelationship (Continued)

7.3 This DID supersedes DI-H-7069, DI-H-25714B, DI-ILSS-80080, DI-ILSS-80081, and DI-ILSS-80084.

Block 10, Preparation Instructions (Continued)

10.3.1 Front matter. The content of front matter shall be in accordance with Appendix C of MIL-STD-1379.

10.3.2 Introduction. This section shall provide a brief overview of the purpose and expected application of the Course Control Document. This section shall cite supporting documents, supersession information, and approval dates.

10.3.3 Course descriptive data. This section shall provide the following information:

- a. Course number and title.
- b. Course approval information (date and approval authority)
- c. Phase. (courses covered in multiple phases).
- d. Applicable standard of training.
- e. Instructional strategy (e.g., group paced, group lock step, self paced).
- f. Location of training. Peacetime training locations to include the specific school, its location (installation, state, and zip code) and a statement regarding availability of government billeting and messing.
- g. Security requirements (training equipment, course materials, training space, clearance required to attend)
- h. Course data. Include data for peacetime and mobilization versions of the course. Course data shall consist of the following:
 - (1) Course length (days and weeks)
 - (2) Breakdown of classroom/laboratory hours.
 - (3) Class start date.
 - (4) Instructor Contact Hours (ICH) (adjusted course ICH, course unique ICH, adjusted shared ICH, and contracted (CH).
 - (5) Course code (course type code, Interservice Training Review Organization (ITRO) Code, contract code, Marine Corps Service School Codes (MCO P1080.20, JUMPS/MMS Codes Manual) other service number).
 - (6) Class size (maximum, optimum, and minimum).
 - (7) Academic Hours (course unique, shared, contracted, and conducted per week; practical application, performance evaluation, written examination).
- i. Specialty. The occupational skill area, branch, functional area, area of concentration (AOC), skill, additional skill identifier (AI), or special qualifications identifier (SQI) for which the course provides qualification on training.
- j. Individual Training Plan (ITP). The ITP of the enlisted or

warrant officer occupational skill area, commissioned officer branch, AOC, or functional area, or the title of a functional ITP which supports the course.

k. Military assistance program articles and service list number. This is a seven position alpha numeric code used to identify a course used for foreign military training.

l. Occupational field(s) of instructor and trainee personnel.

m. Training development proponent (installation/city, state, and zip code of the proponent school for analysis, design, and development and for instructor provided support).

n. Course proponent (for courses developed or conducted by another service).

o. Class frequency (number of classes required to support the throughput).

p. Purpose. A concise statement of the goals of the training provided by the course.

q. Scope. The tasks, conditions, standards, numbers, supporting activities and whether not the tasks are taught to standard; major subject areas, topics, or general nontechnical task covered by the course. If a course has separately scheduled phases, describe the scope of each phase.

r. Prerequisites. The specific target audience for which the course is designed and the course's entry prerequisites (not specialty or course graduation prerequisites).

s. Quota control. The agency from which quotas to the course must be obtained.

t. Funding. The agency which bears the cost of temporary additional duty incidental to attendance at the course.

u. Reporting Instructions. Designate to whom the trainee must report when arriving for a course of instruction.

v. Other service course number. As provided by other branches of service.

w. Instructor staffing requirements (academic requirements).

x. School overhead. Those billets required to operate the school other than instructors and instructor supervisors in support of this course.

y. Training support requirements. Those costs that are directly related to the course of instruction.

z. Task list (to include tasks this course supports).

aa. Multiple instructor requirements (justification for multiple instructors listed by objective).

ab. Special information. Additional information essential for selection of students (i.e., special approval), preparation of orders (i.e., course length), or for explaining a course's phases.

ac. Supersession information identifying what documents are superseded.

10.3.4 Outline of instruction summary. The Outline of Instruction Summary shall contain an outline of each major section or topic of instruction within the training course and the following:

a. Academic time for all annexes or areas (classified and unclassified), including lecture, conference, discussion, practical application, performance evaluation, written examination.

b. Administrative time (in-processing, out-processing, physical fitness training, commandant's, open, excluded, graduation,

inspections, study hall, review, tutoring, other).

- c. Hours by security classification.
- d. Classroom and practical application time (hours and percentage of total time).
- e. Total time allocated for each topic of instruction
- f. Total course hours.
- g. Scheduled order of presentation (hourly, daily, and weekly program for the entire course).
- h. Separate schedule listings for classroom, training equipment, and laboratory use.
- i. Recommended lesson sequence of instruction by day for each program of instruction (POI) file number (lesson), and the number of hours.

10.3.5 Curriculum outline of instruction. The curriculum outline shall provide detailed training data for each lesson. The outline shall provide the sequence in which the instruction is to be presented. It shall provide planned time allotments in hours for each section, topic of instruction, specific lesson or module, or POI file. The curriculum outline shall contain the following:

- a. Purpose (brief statement of purpose of the lesson).
- b. Lesson title, scope, and designator.
- c. Hours. Academic hours by type of instruction (e.g., peacetime, mobilization, practical exercise, exam, integrated or not integrated).
- d. Tasks and subjects (the tasks, subjects, conditions, standards, numbers, supporting activity, and whether the lesson teaches identified tasks to a standard).
- e. Course learning objectives.
- f. Topic learning objectives.
- g. Terminal objectives (at least one per topic or task)
- h. Enabling objectives (at least two per terminal objective).
- i. Method of instruction.
- j. Training support equipment and materials.
- k. References.
- l. Instructor signature and date line.
- m. School director (signature and date line).
- n. Training Annexes (for example: mandatory, examination, common core) with groupings of learning objectives.

10.3.6 Course summary and presentation schedule. Summary information of the course during peacetime, active duty and inactive duty for training mobilization, as specified by the contract and consisting of the following:

- a. Classroom and practical application time (actual hours and percent of total time).
- b. Time allocated for each topic of instruction.
- c. Total course hours.
- d. Scheduled order of presentation (hourly, daily, and weekly program for the entire course).
- e. Separate schedule listings for classroom, training equipment, and laboratory use.

10.3.7 Profile item-to-topic objective assignment chart. This chart shall provide a cross reference between the PPP items or training task numbers and the corresponding LP locations for presenting the PPP items or training task numbers, learning objectives, test items. and an index of lesson file numbers.

10.3.8 Fault applicability list. This list shall provide a list of all planned equipment faults approved for use in the course to support the learning objectives.

10.3.9 Resource requirements list. This list shall provide a list of items of equipment, equipment refurbishment, publications, audiovisual aids, training material, facilities, and personnel required for conducting the course. The items shall be classified as either Government Furnished Equipment (GFE) or Contractor Furnished Equipment (CFE) and list separately. The amounts required for expendable and non-expendable materials shall be included.

10.3.10 Individual Training Standards. This section shall provide a list of Individual Training Standards included in this course.

10.3.11 Resource support. The information on resources required to conduct training shall include the following:

a. Ammunition. The ammunition (live, dummy or inert, training devices or simulators) requirements and includes the following:

- (1) Identification code.
- (2) Item description.
- (3) Supported lesson file number.
- (4) Quantity requirement (peacetime and mobilization) and the distribution requirement (per student, per class, ratio).

b. Equipment. The equipment requirements and includes the following:

- (1) Number (line item number, national stock number).
- (2) Nomenclature and description.
- (3) Supported lesson file number.
- (4) Quantity requirement (peacetime and mobilization), the distribution requirement (per student, per class, ratio), and an average equipment-to student ratio.

c. Training aids devices, and substitutes requirements (peacetime and mobilization) and includes the following:

- (1) Number (line item number, national stock number, device number, other).
- (2) Nomenclature and description.
- (3) Supported lesson file number.
- (4) Quantity requirement (peacetime and mobilization) and the distribution requirement (per student, per class, ratio).
- (5) Cost per unit.
- (6) Equipment replaced/substituted for (number, nomenclature).
- (7) Peacetime savings per iteration.

(8) Nonstandard equipment and range usage (description, substituted item, quantity, cost) during mobilization.

(9) Prioritized ammunition conservation measures during mobilization.

d. Facilities. All facilities required to conduct one iteration of the resident training program, without regard to the location or availability of facilities, and specifies the following:

(1) Service unique category code.

(2) The type of special purpose classrooms or facilities, unit of measure, and number of units.

(3) The number of hours of facility usage required per student for both peacetime and mobilization.

e. Fuel.

(1) Quantity

(2) Type

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Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, a completing and reviewing the collection of information, including suggestions for reducing this burden to Washington Headquarter Services. Directorate for information Operations and Reports. 1215 Jefferson Davis Highway, Suite 1203, Arlington, VA 22202-4302, and the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.			
1. TITLE LESSON PLAN		2. IDENTIFICATION NUMBER DI-ILSS-81095	
3. DESCRIPTION/PURPOSE 3.1 The Lesson Plan is a written outline for instruction which provides specific definition and direction to the instructor on learning objectives, equipment, instructional media requirements and the conduct of training.			
4. APPROVAL DATE (YYMMDD) 91205	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) SH	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the Lesson Plan resulting from the work task described by Task 303.4.1 of MIL-STD-1379. 7.2 It is not intended that all the requirements contained herein should be applied to every program or program phase. Portions of the DID are subject to deletion tailoring depending upon the program phase in which it is applied in the contract. 7.3 This DID relates to DI-ILSS-81100, Trainee Guide (see 10.3.3). 7.4 This DID supersedes DI-H-7070, DI-H-7073, DI-H-25712B, DI-H-25728B, DI-ILSS-80082, and DI-ILSS-80085.			
8. APPROVAL LIMITATIONS		9a. APPLICABLE FORMS	9b. AMSC NUMBER N5066

10. PREPARATION INSTRUCTIONS

10.1 Reference document. The applicable issue of documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.

10.2 Style and format. The style and format of the Lesson Plan shall be in accordance with Appendix C of MIL-STD-1379.

10.3 Content. The Lesson Plan shall provide the following:

- a. Front Matter
- b. Lesson Topics
- c. Trainee Guide Answer Keys

10.3.1 Front matter. Content of the front matter shall be in accordance with Appendix C of MIL-STD-1379.

10.3.2 Lesson topics. Individual lesson topics shall provide coverage of the course objective. The content of each individual lesson topic, shall be as follows:

(Continued on Page 2)

11. DISTRIBUTION STATEMENT

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Block 10, Preparation Instructions (Continued)

- a. Administrative Information
- b. Introduction
- c. Body
- d. Conclusion

10.3.2.1 Administrative information. This information shall provide the administrative information required to prepare for, and conduct, the lesson. Administrative information shall consist of:

- a. Course title
- b. Course number
- c. Lesson Plan Number
- d. Date of preparation
- e. Topic/task
- f. Time Breakdown (i.e., overall, classroom, laboratory)
- g. References
- h. Learning objectives
- i. Teaching points
- j. Equipment required for the instruction
- k. Instructional Aids
- l. Testing requirements
- m. List of supporting papers
- n. Supporting papers
- o. Trainee Instructional materials
- p. Multiple instructor requirements
- q. Instructional guidance
- r. Classroom, training area, range requirements
- s. Ammunition requirements.
- t. Safety precautions related to the course.

10.3.2.2 Introduction. The introduction shall provide the materials being presented. Introduction shall consist of:

- a. Overview
- b. Motivation
- c. Gain attention
- d. Statement of the objectives
- e. Safety precautions related to the lesson
- f. Review of materials previously presented and related to the new lesson topic.

10.3.2.3 Body. This body shall provide new instructional material sequenced to ensure the maximum transfer of knowledge. It shall provide the detail necessary to support the efforts of newly assigned instructional personnel. The Body shall consist of:

- a. Presentation
- b. Discussion points/Outline of instruction
- c. Learning activities
- d. Application
- e. Evaluation
- f. Intermediate summaries as required
- g. Individual objectives consisting of the following:
 - (1) Objective number
 - (2) The objective statement
 - (3) The instructional method(s)
 - (4) The time required to present the material
- h. Media cues
- i. Helps
- j. Questions
- k. Answers to questions
- l. Practice

10.3.2.4 Conclusion. The conclusion shall provide a summary of the materials present in 10.3.2.2 and 10.3.2.3 above. Conclusion shall consist of:

- a. Review/summary
- b. Assignments for the trainee
- c. Transition information necessary to proceed to the next

topic.

d. Test/evaluation of objectives

e. Critique of course as applicable

10.3.3 Trainee guide answer keys. The answer keys shall provide answers to questions in the associated Trainee Guide (see 7.3) for the instructor usage.

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, a completing and reviewing the collection of information, including suggestions for reducing this burden to Washington Headquarter Services. Directorate for information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1203, Arlington, VA 22202-4302, and the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.			
1. TITLE TEST PACKAGE		2. IDENTIFICATION NUMBER DI-ILSS-81085	
3. DESCRIPTION/PURPOSE 3.1 Test packages are used to evaluate or measure an individual's or unit's achievement of learning objectives or performance standards.			
4. APPROVAL DATE (YYMMDD) 901205	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) SH	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the preparation instructions for the content and format of the Test Package resulting from Task 205.4.1 of MIL-STD-1379. 7.2 It is not intended that all the requirements herein should be applied to every program or program phase. Portions of this DID are subject to deletion tailoring depending upon the program phase in which it is applied in the contract. <div style="text-align: right;">(continued on Page 2)</div>			
8. APPROVAL LIMITATIONS		9a. APPLICABLE FORMS	9b. AMSC NUMBER N5056

10. PREPARATION INSTRUCTIONS

10.1 Reference documents. The applicable issue of documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.

10.2 Style and format. The style and format of the Test Package shall be in accordance with Appendix C of MIL-STD-1379.

10.3 Content. The Test Package shall contain the following:

- a. Front Matter
- b. General Test Requirements
- c. Types of Tests Items
- d. Test Booklets
- e. Materials Required for Test Administration

10.3.1 Front matter. The content of front matter shall be in accordance with Appendix C of MIL-STD-1379.

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11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

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Block 7, Application/Interrelationship (Continued)

7.3 Test booklets and administrator guides should be prepared on bound metric A4 (8 1/2 by 11 inch) bond paper (hard copy) or a form of electronic media. The contract should specify the exact media and format for electronic media deliverables.

7.4 The number of alternatives required for multiple choice test items should be specified in the contract.

7.5 This DID supersedes DI-H-7074, DI-H-25724B and DI-ILSS-80091.

BLOCK 10, PREPARATION INSTRUCTIONS, continued

10.3.2 General test requirements. Test items shall be based on the corresponding learning objectives or performance standards. The two categories of tests are performance and written. The use of performance test items in progress, comprehensive, and qualification tests shall be mandated whenever appropriate. Written test items shall be performance-based whenever appropriate. Personnel attainment of the learning objectives or performance standard shall be determined by testing. Process evaluation shall be used when measuring achievement of well-defined steps that must be performed. Product evaluation shall be used when only the end-result is to be evaluated. The combination of the process and product evaluation methodologies shall be used in all types of tests as appropriate. Administrator support materials shall include:

a. Administrator's Guide (information required to administer tests and identification of contractor-furnished equipment/Government-furnished equipment (CFE/GFE) materials required to support testing process).

b. Printed materials required to conduct the test.

10.3.3 Types of test items. All test items shall be capable of discriminating between performers and non-performers. Each test item shall reflect the requirements of the related learning objective and shall address the appropriate level of the cognitive/psychomotor/attitudinal domain.

10.3.3.1 Performance test items. Performance test items shall measure the ability of personnel to perform certain tasks as stated by the objective or required by the performance standard. Performance test items shall be used to the maximum extent possible to determine student mastery of the subject matter. The test environment shall duplicate the expected work environment whenever possible. Performance test items shall be used whenever appropriate.

10.3.3.2 Written test items. Written test items shall measure attainment of the cognitive skills required by the learning objective(s) or performance standard(s). Written test items shall measure recognition, recall, comprehension, application, and analysis/evaluation, as required by the learning objectives. Written test items shall include progress, comprehensive, and qualification

tests. Written test items shall be performance-based whenever appropriate. Written test items include the following:

- a. Multiple choice.
- b. Matching.
- c. Completion.
- d. Essay.

10.3.4 Test booklets. Test booklets for progress, comprehensive, and qualification testing shall utilize validated performance tests and written tests as appropriate. If the test item uses a separate illustration, information that is required to identify and locate that illustration shall be provided. Procedures outlined in this DID apply to all tests:

10.3.4.1 Performance test booklet. The Performance Test Booklet shall consist of sample work situations in which the individual performs specific tasks. The performance test booklet shall consist of:

- a. Cover
- b. Test Instructions
- c. Job Task Sheet(s)
- d. Evaluation Checklist(s)

10.3.4.1.1 Cover. The cover shall provide information relevant to the identification of the written test booklet.

10.3.4.1.2 Test instructions. The test instructions shall provide guidance to be followed while taking the test. Test instructions, or information to be included in the test instructions, shall be as specified by the Government.

10.3.4.1.3 Job task sheet. The job task sheet shall guide personnel during the test performance. Job task sheet problems used for testing purposes shall be consistent with and at the same level of difficulty as those used for instructional purposes. The job sheet shall consist of:

- a. Performance test and test number
- b. Course identification number
- c. Title
- d. Introduction
- e. Equipment
- f. References
- g. Job Steps

10.3.4.1.4 Evaluation checklist. The evaluation checklist shall provide a means of conducting and grading performance tests. The evaluation checklists shall be either "Yes/No" type or "Rating Scale" type.

10.3.4.2 Written test booklet. Written tests shall measure the knowledge component of the learning objectives or performance standard. The written test booklet shall consist of:

- a. Cover

- b. Test Instructions
- c. Test Items

10.3.4.2.1 Cover. The cover shall provide information relevant to the identification of the written test booklet.

10.3.4.2.2 Test instructions. Test instructions shall provide guidance to be followed while taking the test. Test instructions, or information to be included in the test instructions, shall be as specified by the Government.

10.3.4.2.3 Test items. The test items shall measure the knowledge and skills required to function on the job, as defined in the learning objectives or performance standards. Test items shall be separated into related topics and identified with an appropriate heading.

10.3.4.2.3.1 Test items content and format. Test items content and format shall consist of:

- a. Multiple Choice Test Items.
- b. Matching Test Items.
- c. Completion Test Items.
- d. Essay Test Items.

10.3.4.2.3.1.1 Multiple choice test items. The multiple choice test item shall require the selection of the correct answer from a list containing between two and five passible answers as specified in the contract. The multiple choice test item shall consist of two parts: (1) the stem, which contains the problem statement; and (2) the list of possible answers (alternatives). One of the alternatives shall be the correct answer and the remaining alternative(s) shall be plausible but incorrect. Test items shall consist of:

- a. Content

(1) Stem.

(a) The stem shall contain all information required to define the item's intent.

(b) The stem shall contain a verb.

(c) Interrogatory test items shall be complete sentences punctuated with a question mark.

(2) Alternatives.

(a) There shall be only one correct answer.

(b) Words such as "always," "never," "simply," "all of the above," "none of the above," and "A and C" shall not be used.

(c) negative wording shall not be used.

(d) Alternatives which delineate an order of magnitude (e.g., microgram, gram, or kilogram and 2.5, 3.0, 3.5, or 4.0) shall be arranged in ascending or descending order.

(e) Alternatives shall be grammatically consistent with the stem.

- b. Construction.

(1) The stem may be either a complete question (closed stem) or an incomplete statement (open stem).

(2) The alternatives shall be placed below the stem, preceded by the upper case letters starting with "A".

10.3.4.2.3.1.2 Matching test items. Content and construction of matching test items shall consist of:

a. Content.

(1) Instructions: Instructions shall provide clear and concise directions specifying how to match the stimulus and responses.

(2) Stimuli: A list of words or phrases which are related to responses collocated on the same page. Stimuli shall be identified by arabic numbers as appropriate. There shall be only one correct response for each stimuli.

(3) Responses: A list of words or phrases which are related to stimuli collocated on the same page. Responses shall be identified by a letter commencing with "A". The ratio of responses to stimuli shall be 3:2.

(4) Answer slot: A line where the letter of the response corresponding to the stimuli is to be placed.

b. Construction

(1) Instructions shall be placed three lines below the page heading or the preceding test item. The page heading shall be consistent with that of the front matter as defined in Mil-STD-1379, Appendix C.

(2) Answer slot, stimuli and responses shall be divided into three columns. The answer slot column shall be flush left on the page and have a line five characters in length. The remaining two columns shall contain stimuli and responses, with stimuli items in the center column and responses in the right-hand column.

10.3.4.2.3.1.3 Completion test items. Completion test items shall be constructed using two basic styles. One style shall require a word or phrase which completes the statement. The second style shall require a definition, the term defined, or computational formula. Completion test item(s) shall contain the following content and construction requirements:

a. Wording of the test item shall be clear and comprehensive enough to allow an examinee who is knowledgeable in the subject area to answer correctly.

b. Missing segment of the incomplete statement item shall be important, such as a key element of an equipment, etc.

c. Incomplete statement items shall not omit too many words (i.e., to the extent that the statement will become unclear and the

examines must guess).

d. In computational problems, the degree of accuracy (e.g., the number of decimal points) of the answer shall be specified.

e. In incomplete statements, the completion position shall appear at the end of the stem.

f. Direct questions shall be used to test for comprehension of technical terms or knowledge of definitions.

g. Sufficient space shall be provided for examinees to write their response.

10.3.4.2.3.1.4 Essay test items. Essay test items shall require answers to a question or responses to specific requests with an original written response. Essay Test Items shall state clearly and precisely what type response is required. The Essay Test Item shall state the limits for the response by identifying the major points that should be addressed. Figures and tables required to complete a test item(s), and included as a part of the test booklet, shall be on the same page as the test item(s), or an opposing page preceding the test item(s).

10.3.5 Materials required for test administration: Printed materials required for the administration of the test shall consist of the following:

- a. Test Booklets
- b. Administrator Guides
- c. Test Notices
- d. Test Supplements
- e. Scoring Templates

10.3.5.1 Test booklets. Test booklets shall contain the items listed in 10.3.4 above as appropriate.

10.3.5.2 Test administrator's guides. This section shall provide the information necessary to administer tests. There shall be a Test Administrator's Guide included for each test. Contents shall be as follows:

- a. Cover
- b. Instructions to the test administrator
- c. Test
- d. Answer key
- e. Test Item Cross-reference Chart

10.3.5.2.1 Cover. The cover shall contain the same identifying information as the corresponding test booklet and be clearly marked to indicate that it is the test administrator's guide "MASTER TEST BOOKLET".

10.3.5.2.2 Instruction to the test administrator. This section shall provide the test administrator with instructions for test administration. Content shall be as follows:

- a. Pre-Test Instructions for the administrator (i.e., duties to be completed in preparation for the test administration).
- b. Pre-test instructions to be given the personnel.
- c. Test monitoring guidance
- d. Post-test instructions for the administrator (i.e., duties to be completed upon completion of the test).

10.3.5.2.3 Test. This section shall contain a copy of the test (performance or written) provided to the personnel.

10.3.5.2.4 Answer key. This section shall contain the answers to the test contained 10.3.5.2.3 above. These answers shall be provided in accordance with service specific guidance.

10.3.5.2.5 Test item cross-reference chart. This section shall provide a cross-reference from the test item to the:

- a. Lesson Topic Number
- b. Learning Objective Number
- c. Test Item Answer

10.3.5.3 Test notices. Test notices shall contain information concerning test administration dates and the identity of study materials.

10.3.5.4 Test supplements. Test supplements shall contain information concerning special items that will be required by the examinee during the examination.

10.3.5.5 Scoring templates. Scoring Templates shall provide a means of grading answer sheets through the use of manual pre-punched cards or electronic scanning.

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, a completing and reviewing the collection of information, including suggestions for reducing this burden to Washington Headquarter Services. Directorate for information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1203, Arlington, VA 22202-4302, and the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.			
1. TITLE TRAINEE AND TRAINING COURSE COMPLETION REPORT		2. IDENTIFICATION NUMBER DI-ILSS-81104	
3. DESCRIPTION/PURPOSE 3.1 The Trainee and Training Course Completion Report provides an evaluation of trainee performance, the course of instruction, and related materials. Trainee evaluation forms are primarily for the trainee's parent activity; course evaluations are for the contracting activity and future training agents.			
4. APPROVAL DATE (YYMMDD) 901205	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) SH	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the preparation instructions for the content and format of the Trainee and Training Course Completion Report resulting from Task 401.4.1 of MIL-STD-1379. 7.2 It is not intended that all the requirements herein should be applied to every program or program phase. Portions of this DID are subject to deletion tailoring depending upon the program phase in which it is applied in the contract. <div style="text-align: right;">(continued on Page 2)</div>			
8. APPROVAL LIMITATIONS		9a. APPLICABLE FORMS	9b. AMSC NUMBER N507S

10. PREPARATION INSTRUCTIONS

10.1 Reference documents. The applicable issue of documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.

10.2 Style and format. The style and format of the completion report shall be in accordance with Appendix C of MIL-STD-1379.

10.3 Content. The Trainee and Training Course Completion Report shall contain the following:

- a. Front Matter
- b. Instructor Evaluation of Trainee
- c. Trainee Evaluation of Training
- d. Instructor Evaluation of Training
- e. Certificate of Training

10.3.1 Front matter. Content of the front matter shall be in accordance with Appendix C of MIL-STD-1379.

(Continued on Page

2)

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A. Approved for Public release; distribution is unlimited.

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BLOCK 7, APPLICATION/INTERRELATIONSHIP, continued.

7.3 This DID supersedes DI-ILSS-80046.

BLOCK 10, PREPARATION INSTRUCTIONS, continued.

10.3.2 Instructor evaluation of trainee. The Instructor evaluation of trainee block shall consist of the following:

- a. Course information
- b. Trainee information
- c. Attendance information
- d. Evaluation
- e. Instructor comments
- f. Name of contractor
- g. Instructor in charge

10.3.2.1 Course information. Course information block shall consist of:

- a. Course title
- b. Course objective
- c. System/equipment
- d. Course hours

10.3.2.2 Trainee information. Trainee information block shall consist of:

- a. Name
- b. Social security number
- c. Parent activity
- d. Rank/grade
- e. Branch of service/agency
- f. Personnel specialty.

10.3.2.3 Attendance Information. Attendance information block shall consist of:

- a. Date reported for course
- b. Date completed course
- c. Hours attended
- d. Hours needed to complete each segment

10.3.2.4 Evaluation. Evaluation block shall consist of:

- a. Attitude
- b. Application
- c. Practical
- d. Exam grades
- e. Final average grade
- f. Qualitative rating
- g. Class standing.

10.3.2.4.1 Factors to consider when completing the report shall include the trainee's willingness to learn, to participate in class and practical application sessions, and to apply extra effort to the learning situation.

10.3.2.4.2 Percentage grade shall be used to indicate the trainee's application of facts, principles, techniques, theories, concepts, procedures, and experiences previously learned to the new learning situation.

10.3.2.4.3 Percentage grade shall be use to indicate the trainee's accomplishment of the tasks or duties performed during the practical portion of the course using the following factors:

- a. Proper use of test equipment
- b. Proper use of documentation
- c. Proper application of safety precautions
- d. Amount of guidance or supervision needed
- e. Skill attained

10.3.2.4.4 Percentage grade shall be used to indicate the trainee's average of tests given throughout the course.

10.3.2.4.5 Final average grade shall be the results from the average of the application, practical and exam grades.

10.3.2.4.6 The final grade shall be in Quantitative terms.

10.3.2.4.7 Class standing of the trainee's shall be based on the final average grade and the number of trainees in the class.

10.3.2.5 Instructor comments. Instructor comments shall amplify the marks attained and additional information concerning the trainee's performance and attitude throughout the course. The trainee's completion of homework assignments and seeking extra help or materials to assist in obtaining the objectives shall also be considered.

10.3.2.6 Name of contractor. The name of contractor shall be the complete name of the primary contractor conducting the course.

10.3.2.7 Instructor in charge. The signature of the instructor in charge shall be included on the forms.

10.3.3 Trainee evaluation of training. The trainee's evaluation of training shall consist of the period of training, number and title of course, place where training was taken, course material, course presentation, value of training aids, tools and equipment, training facilities and accommodations and opinion, remarks and recommendations of overall course. Trainee's evaluation and recommendation shall consist of:

- a. Course materials:
 - (1) Information received in course
 - (2) Technical value

(3) Relevance to the course

b. Course presentation:

- (1) Majority of lessons were
- (2) Majority of training units were
- (3) Instructor's presentation was
- (4) The instructor
- (5) Theory
- (6) Practice
- (7) Time devoted to each session was.

c. Value of training aids:

- (1) Use
- (2) Quantity
- (3) Quality.

d. Tools and equipment:

- (1) Quantity
- (2) Modernity
- (3) Condition.

e. Training facilities and accommodations:

- (1) Shops and classrooms
- (2) Housing accommodations
- (3) Transportation facilities

f. Recommendations for course improvement:

- (1) Changes in course materials
- (2) Changes in methods of instructions
- (3) Changes in subject matter presented

10.3.4 Instructor evaluation of training. The instructor evaluation of training data shall include all problems encountered during the conduct of the course, such as deficient subject coverage, equipment failures and documentation deficiencies. Recommendations for any supplemental training which may be required shall also be included.

10.3.5 Certificate of Training. A Certificate of Training shall be completed in duplicate for each trainee who satisfactorily completes the contractor-conducted course. Department of Defense (DoD) activities will supply their respective approved certificates.

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
1. TITLE Commercial Off-the-Shelf (COTS) Manuals		2. IDENTIFICATION NUMBER DI-TMSS-80527	
3. DESCRIPTION/PURPOSE 3.1 Commercial Off-the-Shelf (COTS) manuals contain operation, maintenance, parts lists, and other instructions applicable to equipment designed and manufactured for commercial use. 3.2 The Government Uses COTS manuals to support commercial equipment in a Government commercial or military environment.			
4. APPROVAL DATE (YYMMDD) 880201	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) TM	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) is applicable when (existing) COTS manuals are acquired in order to evaluate their acceptability for Government use. 7.2 COTS manuals are basically acceptable for Government use when they conform to the applicable requirements of 3.1 and 3.2 of MIL-M-7298. 7.3 Basically acceptable COTS manuals may require augmentation by preparation of supplemental data to make them fully acceptable for Government use. 7.4 This DID is related to "Supplemental Data for Commercial Off-the-Shelf (COTS) Manuals", DI-TMSS-80528. 7.5 This DID superseded DI-M-4022C, DI-M-6153, and DI-TMSSS-80385.			
8. APPROVAL LIMITATIONS		9a. APPLICABLE FORMS	9b. AMSC NUMBER A4320

10. PREPARATION INSTRUCTIONS

10.1 Reference Documents. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.

10.2 Format. The style and format of Commercial Off-the-Shelf COTS manuals shall be in accordance with 3.1.1 of MIL-M-7298.

10.3 Content. The content of Commercial Off-the-Shelf COTS manuals shall be in accordance with 3.2 of MIL-M-7298.

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

THIS DOCUMENT SERVES AS DD FORM 1664 (JUN 86)

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
1. TITLE Ordering Catalog		2. IDENTIFICATION NUMBER OT-90-12179	
3. DESCRIPTION/PURPOSE This catalog provides assistance to the prospective user in determining, the system configuration that will best meet operational requirements. It will provide a complete list, with description of salient features and prices of all hardware, software, cables, documentation and options available.			
4. APPROVAL DATE (YYMMDD) 900509	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) A/PM JSCP	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements and delineated in the contract. 7.2 This Data Item Description is for one time use for solicitation DAEA26-87-R-0007.			
8. APPROVAL LIMITATIONS Solicitation No. DAEA-26-87-R-0007		9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

10.1 The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.

10.2 Format. Data shall be in contractor's standard commercial format.

10.3 Content. Specific content requirements shall be as specified in Appendix V of solicitation DAEA26-87-R-0007.

11. DISTRIBUTION STATEMENT

Distribution Statement A: Approved for public release; distribution is unlimited.

THIS DOCUMENT SERVES AS DD FORM 1664 (JUN 86)

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
2. TITLE Technical Report - Study/Services		1. IDENTIFICATION NUMBER DI-MISC-80508	
3. DESCRIPTION/PURPOSE 3.1 A technical report provides fully documented results of studies or analyses performed.			
4. APPROVAL DATE (YYMMDD) 880115	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) G/T2137	6a. DTIC APPLICABLE X	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This data item description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract 7.2 This DID supersedes DI-A-5029. 7.3 Defense Technical Information Center (DTIC), Cameron Station, Alexandria, VA 22314.			
8. APPROVAL LIMITATIONS		9a. APPLICABLE FORMS	9b. AMSC NUMBER G4291

10. PREPARATION INSTRUCTIONS

10.1 Format.

(a) The report and all attachments shall be typewritten or otherwise clearly lettered and shall be duplicated using non-fading ink.

(b) Text shall be prepared on standard letter size paper (8 1/2" X 11").

(c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report.

(d) Security classification and distribution markings shall conform the requirements of the contract purchase description and security requirements checklist, as applicable.

10.2 Content.

(a) Title Page - Identifies the report by providing contract number project name or purchase description title, task number, and reporting period.

(b) Table of Contents

(c) Section I - Includes the following:

(1) Introduction

(2) Summary - A brief statement of results obtained from the analytic effort.

(3) Conclusions and their condensed technical substantiations.

(d) Section II - A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
1. TITLE SYSTEM SAFETY PROGRAM PLAN		2. IDENTIFICATION NUMBER DI-SAFT-80100	
3. DESCRIPTION/PURPOSE 3.1 This plan details the tasks and activities of system safety management and system safety engineering required to identify, evaluate, and eliminate or control hazards throughout the system life cycle. The purpose of this plan is to provide a basis of understanding between the contractor and the managing activity to ensure that adequate consideration is given to safety during all life cycle phases of the program and to establish a formal, disciplined program to achieve the system safety objectives.			
4. APPROVAL DATE (YYMMDD) 860120	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) F/10	6a. DTIC REQUIRED	6b. GIDEP REQUIRED
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) identifies the Government content and format preparation instructions for that data generated by Task 101 of MIL-STD-882B. 7.2 Each plan must be tailored to the specific acquisition. Therefore Preparation Instructions must be tailored in the CDRL to reflect the tailoring of MIL-STD-882B, Task 101, in the Statement of Work. 7.3 Data Items which relate to this DID are DI-SAFT-80101, System Safety Hazard Analysis Report; DI-SAFT-80102, Safety Assessment Report; DI-SAFT-80103, Engineering Change Proposal System Safety Report; DI-SAFT-80104, Waiver or Deviation System Safety Report; DI-SAFT-80105, System Safety Program Progress Report; and DI-SAFT-80106, Occupational Health Hazard Assessment Report.			
8. APPROVAL LIMITATIONS		9a. APPLICABLE FORMS	9b. AMSC NUMBER F3758

10. PREPARATION INSTRUCTIONS

10.1 Source document. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments and revisions, shall be as reflected in the contract.

10.2 General. The System Safety Program Plan (SSPP) shall be documented in narrative format and shall:

a. Describe the scope of the overall program and the related system safety program.

b. Describe the tasks and activities of system safety management and engineering and the interrelationship between system safety and other functional elements of the program. System safety program requirements and tasks included in other contractual documents shall be cross-referenced in the plan to avoid duplication of effort.

c. List the contractor and Government documents which will be applied either as directives or guidance in the conduct of the system safety program.

d. Account for all contractually required system safety requirements, tasks, and responsibilities on an item-by-item basis.

10.3 Content requirements.

10.3.1 System Safety Organization. The plan shall describe:

a. The system safety organization or function within the organization of the total program using charts to show the organizational and functional relationships, and lines of communication.

b. The responsibility, authority, and accountability of system safety personnel, other involved in the system safety effort, subcontractors, and system safety groups. Identify the organizational unit responsible for executing each task. Identify the authority in regard to resolution of all identified hazards. Include the name, address, and telephone number of the System Safety Program Manager.

(Continued on

Page 2)

THIS DOCUMENT SERVES AS DD FORM 1664 (FEB 85)

BLOCK 7, APPLICATION/INTERRELATIONSHIP (Cont'd)

7.4. This DID supersedes DI-H-7047A.

BLOCK 10, PREPARATION INSTRUCTIONS (Cont'd)

c. The staffing of the system safety organization for the duration of the contract to include manpower loading and the qualifications of assigned key personnel.

d. The procedures by which the contractor will integrate and coordinate the system safety efforts including dissemination of the system safety requirements to action organizations and subcontractors, coordination of subcontractor's system safety programs, integration of hazard analyses, program and design reviews, program status reporting, and system safety groups.

e. The process through which contractor management decisions will be made to include notification of critical and catastrophic hazards, corrective action taken, mishaps or malfunctions, waivers to safety requirements, and program deviations.

10.3.2 System Safety Program Milestones. The plan shall:

a. Identify safety milestones so that evaluations of the effectiveness of the system safety effort can be made at critical safety check points, such as preliminary design reviews, critical design reviews, etc.

b. Provide a program schedule of safety tasks showing start and completion dates, reports, reviews, and manloading, in relationship to other program milestones.

c. Identify Integrated system activities (i.e., design analyses, tests, and demonstrations) applicable to the system safety program but specified in other engineering studies to preclude application. Included as a part of this section shall be the estimated manpower loading required to do these activities.

10.3.3 System Safety Requirements. The plan shall:

a. Describe or reference the methods that will be used to identify and apply safety/hazard control requirements and criteria for design of equipment, software and facilities, and for procedures, for all phases of acquisition specified by the contract SOW. List the safety standards and system specifications which are the sources of safety requirements with which the contractor is required to comply and any others he intends to use.

b. Describe the risk assessment procedures. The hazard severity categories, hazard probability levels, and the system safety precedence to be followed in satisfying safety requirements shall be in accordance with MIL-STD-882, paragraphs 4.4 and 4.5 (as tailored). State any qualitative or quantitative measures of system safety which

the contractor is required to meet, including a description of the acceptable risk level. Include system safety definitions which are in addition to those in MIL-STD-882.

c. Describe the management controls that shall be used to ensure compliance or justify waivers/deviations with general design and operational safety criteria, and the closed-loop procedures to ensure hazard resolution.

10.3.4 Hazard Analyses. The plan shall describe:

a. The analysis technique and format that will be used in qualitative and quantitative analysis to identify hazards, their causes and effects, and recommended corrective action.

b. The depth within the system to which each analysis technique will be used including hazard identification associated with the system, subsystem, components, personnel, ground support equipment, government furnished equipment, facilities, and their interrelationship in the logistic support, training, maintenance, transportability, and operational environments.

c. The integration of subcontractor hazard analyses and techniques with overall system hazard analyses.

d. The technique for establishing a single closed-loop hazard tracking system.

10.3.5 System Safety Data. The plan shall:

a. Describe the approach for researching, disseminating, and analyzing pertinent historical hazard or mishap data.

b. Identify deliverable data by attaching a copy of the appropriate sheets of the CDRL.

c. Identify safety related non-deliverable data and describe the procedures for accessibility by the managing activity and retention of data of historical value.

10.3.6 Safety Verification. The plan shall describe:

a. The verification requirements for ensuring that safety is adequately demonstrated.

b. Procedures for ensuring feedback of test information for review and analysis.

c. The review procedures established by contractor's system safety organization to ensure safe conduct of all tests.

10.3.7 Training. Describe techniques and procedures to be used by the contractor to ensure that the objectives and requirements of the system safety program are met in the safety training for engineers, technicians, operating and maintenance personnel.

10.3.8 Audit Program. The plan shall describe the techniques and procedures to be employed by the contractor to ensure that the objectives and requirements of the system safety program are being accomplished.

10.3.9 Mishap Reporting and Investigation. The plan shall describe the mishap and hazardous malfunction analysis process including alerting the hanging Activity.

10.3.10 System Safety Interfaces. The plan shall identify, as addendums, the interface between system safety and:

a. All other applicable safety disciplines, such as Nuclear Safety, Range Safety, Explosive and Ordnance Safety, Chemical and Biological Safety, Occupational Safety, Health, Laser Safety, Software Safety, etc.

b. All other support disciplines, such as Maintainability, Quality Assurance, Reliability, Human Factors Engineering, Transportability Engineering, Medical Support (Health Hazard Assessments), etc.

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
1. TITLE SAFETY ASSESSMENT REPORT		2. IDENTIFICATION NUMBER DI-SAFT-80102	
3. DESCRIPTION/PURPOSE 3.1 The Safety Assessment Report is a comprehensive evaluation of the safety risks being assumed prior to test or operation of the system or at contract completion. It identifies all safety features of the system, design and procedural hazards that may be present in the system being acquired, and specific procedural control and precautions that should be followed.			
4. APPROVAL DATE (YYMMDD) 860120	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) F/10	6a. DTIC REQUIRED	6b. GIDEP REQUIRED
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) identifies the Government content and format preparation instructions for that data generated by Task 207, Task 209, and Task 210 of MIL-STD-882B. 7.2 The Safety Assessment Report (SAR) must be tailored to the specific acquisition; therefore, Preparation Instructions must be tailored in the CDRL to require only certain paragraphs of this DID. 7.3 The SAR should be used to summarize or supplement the hazard analyses obtained under DISAFT-80101. For small development programs or Off-the-shelf acquisitions, the SAR may be used as the only formal documentation of safety program activities/hazard assessment. <div style="text-align: right;">(Continued</div> <div>on Page 2)</div>			
8. APPROVAL LIMITATIONS		9a. APPLICABLE FORMS OSHA Form 20, DD Form 1813	9b. AMSC NUMBER F3760

10. PREPARATION INSTRUCTIONS

10.1 Source Document. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments and revisions, shall be as reflected in the contract.

10.2 Contents. The Safety Assessment Report (SAR) shall include the following information:

10.2.1 Introduction state in narrative form the purpose of the safety assessment report.

10.2.2 System Description. This section may be developed by referencing other program documentation such as technical manuals, System Program Plan, System Specification, etc., and shall include the following:

- a. The purpose and intended use of the system.
- b. A brief historical summary of system development.
- c. A brief description of the system and its components. Include name, type, model number, and general physical characteristics of the overall system and its major subsystems and components.
- d. As applicable, a description of any other system(s) which will be tested or operated in combination with this system.
- e. As applicable, either photos, charts, flow/functional diagrams, sketches, or schematics to support the system description, test, or operation.

(Continued

on Page 2)

7. APPLICATION/INTERRELATIONSHIP (Cont'd)

7.4 Data Items which relate to this DID are DI-SAFT-80100, System Safety Program Plan; DISAFT-80101, System Safety Hazard Analysis Report; DI-SAFT-80103, Engineering Change Proposal System Safety Report; DI-SAFT-80104, Waiver or Deviation System Safety Report; DI-SAFT-801059 System Safety Program Progress Report; and DI-SAFT-80106, Occupational Health Hazard Assessment Report.

7.5 This DID supersedes DI-H-7049A.

10. PREPARATION INSTRUCTIONS (Cont'd)

10.2.3 System Operations.

a. Briefly describe or reference the procedures for operating the system. Discuss the safety design features and controls incorporated into the system as they relate to the operating procedures.

b. Describe any special safety operational procedures needed to assure safe operations, including emergency procedures.

c. Describe anticipated operating environments, and any specific skills required for safe operation, maintenance or disposal.

d. Describe any special facility requirements or personal equipment to support the system.

10.2.4 System Safety Engineering.

a. Briefly summarize or reference the safety criteria and methodology used to classify and rank hazardous conditions.

b. Describe or reference analyses and tests performed to identify hazardous conditions inherent in the system.

(1) List all hazards that have been identified and considered from the inception of the program in an appendix to this SAR. The list should be broken down to the subsystem or major component level.

(a) Discuss the hazards and the actions that have been taken to eliminate or control these hazards.

(b) Discuss the effects of these controls on the probability of occurrence and severity level of the potential mishaps.

(2) Discuss or reference results of tests conducted to validate safety criteria requirements and analyses.

10.2.5 Conclusions and Recommendations.

a. Include a short assessment of the results of the safety program efforts. Include a list of all significant hazards along with specific safety recommendations or precautions required to ensure the safety of personnel and property. Categorize the list of hazards as to whether or not they may be expected under normal or abnormal

operating conditions.

b. If the system does not contain or generate hazardous materials (i.e., explosives toxic, radioactive, carcinogenic, etc.) a statement to that effect shall be included. For all hazardous materials generated by or used in the system, the following information shall be included:

(1) Material identification as to type, quantity, and potential hazards.

(2) Safety precautions and procedures necessary during use, storage, transportation, and disposal.

(3) A copy of the Material Safety Data Sheet (OSFA Form 20 or DD Form 1813).

c. Conclude with a statement signed by the Contractor System Safety Manager and their Program Manager stating that all identified hazards have been eliminated or controlled and that the system is ready to test, operate, or proceed to the next acquisition phase. In addition, the contractor shall make recommendations applicable to the safe interface of his system with the other system(s).

10.2.6 References. List all pertinent references such as Test Reports, Preliminary Operating Manuals and Maintenance Manuals.

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
1. TITLE End User Manual(EM) Document for Automated Information Systems (AIS)		2. IDENTIFICATION NUMBER DI-IPSC-80694	
3. DESCRIPTION/PURPOSE The EM provides the end user with the information necessary to use the automated information system effectively including operation of terminal or personal computer equipment.			
4. APPROVAL DATE (YYMMDD) 881031	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) SC	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This DID contains the format and content preparation instructions for the data resulting from the work task described by 5.6 of DOD-STD-7935A.			
8. APPROVAL LIMITATIONS		9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

10.1 Reference documents. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.

10.2 Format. This document shall be prepared on 8 1/2 by 11 inch white paper (hardcopy) or a form of electronic media. Margins of hardcopy shall be sufficiently large to permit looseleaf binding even if some other style of binding is specified in the contract for hardcopy items.

10.2.1 Tailoring instructions. All paragraph and subparagraph numbers and titles identified in the standard shall be included in the document. In the event that a paragraph or subparagraph is tailored out, an indication to that effect shall be added directly following the title.

10.2.2 Use of alternate presentation styles. When the information required by the paragraphs and subparagraphs of this DID can be made more readable by the use of charts, tables, matrices, or other presentation styles, the contractor is encouraged to incorporate such styles. Such presentation styles shall not incorporate continuous-tone photographs, multiple color printing, oversize foldout sheets, or other techniques that cannot readily be reimaged from the original using office copiers or microforms.

10.2.3 Multiple paragraphs and subparagraphs. Any paragraph or subparagraph in this DID starting with the phrase "This paragraph shall..." or "This subparagraph shall..." may be written as multiple paragraphs or subparagraphs to enhance readability.

(Continued on

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11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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Block 10, Preparation Instructions (Continued)

10.2.4 Document reference numbers. All pages of this document shall contain the document reference number near the top of the page. If the document is classified, the classification indicator shall not obscure the document reference number. Document reference numbers will be assigned by the government issuing organization. If the government does not specify the document reference number to be used, the contractor shall assign an identification code which is unique for each document (and for each part or volume of a document published in multiple parts) and which is unique among versions or revisions of the document to insure that unambiguous reference can be made to the proper version.

10.2.5 Document structure. The document shall include the components discussed in the following paragraphs.

10.2.5.1 Title page. This page shall contain the document control number centered at the top of the page. Also included shall be the name and any abbreviation or acronym of the system, name of sponsoring or issuing organization, document type name, contract number, name of contractor, and publication date, as well as any necessary security markings or other restrictions on the handling of the document. If only a portion of the system is being documented, the name and any abbreviation or acronym of that portion of the system will also be included. If a front cover or a report documentation page is provided, information on the cover or report documentation page must be consistent with that shown on this page. If a document is published in multiple parts or volumes, each part or volume shall have its own title page that shall include a subtitle describing the contents of the particular part or volume.

10.2.5.2 Table of contents. The document shall contain a table of contents listing the title and starting page number of all paragraphs and subparagraphs that have numbers and titles. The table of contents shall also list the numbers, titles, and starting page numbers of all figures, tables, and appendices.

10.3 Content. The content of the document shall conform with the requirements of 5.6 of DOD-STD-7935.

DATA ITEM DESCRIPTION	1. IDENTIFICATION NO(S)	
	AGENCY	NUMBER
1. TITLE Technical Manual Plan (TMP)	DOD	DI-M-6154
3. DESCRIPTION/PURPOSE To prescribe the general procedures, terms, and conditions governing the planning, selection, preparation, and delivery of technical manuals required for operation and maintenance of aeronautical system/equipment being procured.	4. APPROVAL DATE 30 April 1971	
	5. OFFICE OF PRIMARY RESPONSIBILITY NAVY	
	6. DDC REQUIRED	
	8. APPROVAL LIMITATIONS	
7. APPLICATION/INTERRELATIONSHIP This data item is to be used during acquisition of technical manual programs supporting multiservice aeronautical systems. The contents of the plan are flexible, and the extent of coverage required may be decreased dependent upon the size or complexity of the contracts. DI-M-6153 Technical Manuals/Commercial Literature DI-M-6155 Technical Manual Status and Schedules This plan is the Technical Manual Section of the Integrated Support Plan (ISP) required by Part 2, Section 1, DI-L-6138 of the SISMS Contract and Data Requirements.	9. REFERENCE (Mandatory as cited in block 10) AMCP 700-4 NAVMAT-P-4000-1 AFLCM/AFSCM 400-4 MCO P4110.1	
	MCSL NUMBER(S)	

10. PREPARATION INSTRUCTIONS

The contractor shall provide a TMP clearly defining the intended purpose of each manual, delineating the scope of each manual, and explaining the interfaces and overlap between or among the manuals. The TMP shall include, but shall not be limited to, the following items of information:

a. Description of General Plan for Evolving Technical Manuals - A complete analysis of the technical manual program for the particular system or equipment under consideration. This shall include a summary of any assumptions, conditions, or limitations affecting the overall TMP along with the reasoning and specific impact of each on the plan.

b. Method of Use of Data - A detail description of procedures will assure that all pertinent design, operation, and maintenance data is adequately, accurately, and clearly reflected in the applicable technical manuals.

c. Method for Achieving Standardization - A detailed account of procedures to achieve standardization in writing style, art work, nomenclature, abbreviations, and symbols.

d. Use of Specifications - A list of all specifications applicable to the technical manual programs. Any problems regarding specification interpretations and applications shall be identified in this section.

e. Integration and Coordination Between Contractors - An explanation of the methods to be used to relate and control the integrating and associate/subcontractors'.

(Continued

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PREPARATION INSTRUCTIONS (cont)

f. Outline Development Plan and Approval Procedures - A technical manual text plan in accordance with the requirements of the technical content specification to the level of paragraphing necessary to show the major physical and functional aspects of the equipment or system. Each paragraph title or notation shall be followed by a one-sentence statement outlining the information to be presented. Illustrations shall be described by type, information, content, approximate size, and keyed to the text plan. This section shall also include a description of the approval procedures internally and with the Government.

g. Preliminary Technical Manual Development and Distribution Methods - A description of procedures for preparation of manuscript, reproduction copy, printing, and distribution of preliminary manuals.

h. Validation and Verification Program Procedures and Planning Information - A plan and applicable procedures to be followed in accomplishing validation and verification.

i. Method of Progressive Transition - An outline of the steps required for progressive transition to manual data from conceptual phase through definition phase to the acquisition phase and including training support.

j. Time-Phasing Chart - A bar chart, by year and month, of effort that correlates manual events to program phasing of training, support, and equipment and all other support systems and related SISMS program milestones. These events must be sequenced into the plan to coincide with conceptual, definition, and acquisition phases of the system or equipment.

k. Manual Block Diagram - A presentation (block diagram, manual tree, flow chart, etc.) of specific manual coverage proposed for the prime article, components, support equipment, and training equipment. The type and numbers of these manuals and their interrelationship shall be indicated. The plan shall include a brief description of the contents of each manual or groups of manuals shown in the graphic coverage presentation. These descriptions will be keyed to and arranged in the same sequence as the presentation and shall include:

(1) References to specific sections of the applicable military specification to indicate the extent of compliance or noncompliance with these requirements.

(2) Any special features or innovations of this manual program.

(3) Projected requirements of new presentation techniques based upon peculiarities of system or equipment configurations and maintainability design.

l. Other - The TMP shall also include statements relative to the following topics:

(1) Administrative and production leadtime.

- (2) Proposed delivery schedule.
- (3) Cost reduction or cost avoidance proposals.
- (4) In-process review effort.
- (5) Illustration preparation and control.
- (6) Quality control.
- (7) Control of classified information.
- (8) Method of handling changes and revisions and incorporating data affecting one or multiple interrelated manuals.
- (9) Method of integrating instructions/information furnished by Government.
- (10) Procedures for incorporating approved engineering Changes in affected technical manuals.
- (11) Cost estimating procedures.
- (12) Method for incorporating applicable technical manual information into the Interservice Technical Information Exchange System (ITIES).

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
1. TITLE TECHNICAL MANUAL VALIDATION PLAN		2. IDENTIFICATION NUMBER DI-TMSS-80069	
3. DESCRIPTION/PURPOSE 3.1 The Technical Manual Validation Plan sets forth the planned schedule for contractor validation of technical manuals.			
4. APPROVAL DATE (YYMMDD) 860106	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) AF 16	6a. DTIC REQUIRED	6b. GIDEP REQUIRED
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description contains the format and content preparation instructions for that data generated under the work task described by 5.5.1 of MIL-STD-1790(USAF). 7.2 The TM validation plan may become a part of the TM Publications Plan, DI-TMSS-80063.			
8. APPROVAL LIMITATIONS		9a. APPLICABLE FORMS	9b. AMSC NUMBER F3715

10. PREPARATION INSTRUCTIONS

10.1 Source document. The applicable issue of the documents cited herein, including their approval date, and dates of any applicable amendments and revisions shall be as reflected in the contract.

10.2 The TM validation plan. The TM validation plan shall consist of the following elements:

a. The validation method shall assure the development of complete and accurate TMs. The method shall permit the performance of tasks in an environment which closely duplicates service use conditions.

b. The plan shall, by manual type, cover each manual under contract.

c. The plan shall include manuals for which requirements have yet to be defined such as equipment.

d. Procedures for validation of subsequent manual changes and revisions shall be identified.

e. The planned effort shall be so scheduled as to comply with TM milestone dates and to allow for validation completion prior to delivery of TM products. Adequate notice shall be give to the government in order that the government may witness the validation effort.

f. Identify of the contractor organization responsible for validation effort.

g. Identify of validation site locations, support equipment, facilities, and other equipment required to perform the validation effort.

h. A record keeping system shall be established which will fully document the validation and any resultant corrective action.

i. Procedures for updating the plan to cover new and revised schedules.

DATA ITEM DESCRIPTION	1. IDENTIFICATION NO(S)	
	AGENCY	NUMBER
1. TITLE MANUAL, TECHNICAL; VALIDATION CERTIFICATION	NAVY	DI-M-2196
3. DESCRIPTION/PURPOSE To document that the technical manual (TM) content has been validated by actual performance or simulation.	4. APPROVAL DATE 28 Aug 1984	
	5. OFFICE OF PRIMARY RESPONSIBILITY AS	
	6. DDC REQUIRED	
	8. APPROVAL LIMITATIONS	
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) is to be used when a contract cites on DD Form 1423 a requirement for a TM Validation Certification. 7.2 The DID satisfies the requirement of MIL M-85337 for a Validation Certification. 7.3 Related Data Items: DI-M-2194 TM Quality Assurance Program Plans DI-M-2195 Validation Plan DI-M-2197 Verification Plan DI-M-2198 Verification Planning Data Cards DI-M-2199 TM Evaluation Record DI-M-2200 Verification Sequence Control Chart DI-M-2201 Verification Incorporation Certification 7.4 This DID supersedes DI-M-6159.	9. REFERENCE (Mandatory as cited in block 10) MIL-M-X5337 (NAVY)	
	MCSL NUMBER(S) AMSCNO N3375	

10. PREPARATION INSTRUCTIONS

10.1 The applicable issue of the documents cited herein, including their approval dates and applicable amendments and revisions, shall be reflect in the contract.

10.2 The Contractor shall prepare a TM Validation Certification for the manual(s) which shall consist of the following elements:

- a. Contract Number
- b. Manual Number(s)
- c. Date of the Manual
- d. Validation method: procedural or other
- e. Statement that validation effort is completed and that manual(s) are adequate and accurate
- f. Statement of and exception relative to validation effort
- g. Authorized signatures of contractor representative and government representative and date, acknowledging that validation has been completed.

DATA ITEM DESCRIPTION	1. IDENTIFICATION NO(S)	
	AGENCY	NUMBER
1. TITLE SUPPLEMENTARY PROVISIONING TECHNICAL DOCUMENTATION	DOD	DI-V-7000A
3. DESCRIPTION/PURPOSE 3.1 Supplementary Provisioning Technical Documentation (SPTD) is technical data used to describe parts of equipment. It consists of data such as specifications, standards, drawings, photographs, sketches, descriptions, assembly and general arrangement drawings, schematic diagrams, wiring and cabling diagrams needed to indicate the physical characteristics, location and function of the item.	4. APPROVAL DATE 1 February 1985	
	5. OFFICE OF PRIMARY RESPONSIBILITY USAF/AFLC	
	6. DDC REQUIRED	
	8. APPROVAL LIMITATIONS	
7. APPLICATION/INTERRELATIONSHIP 7.1 These data are used to accomplish the provisioning process. 7.2 DI-V-7002A, DI-V-7003A, DI-V-7004A, DI-V-7005A, DI-V-7006A, DI-V-7007A, DI-V-7008A, DI-V-7009A, DI-V7011A, and DI-V-7016F are related to this data item description (DID). 7.3 This DID supersedes DI-V-7000. 7.4 This DID specifies SPTD required by paragraph 5.3.13 of MIL-.STD-1561B.	9. REFERENCE (Mandatory as cited in block 10) MIL-STD-1561B DOD-D-1000	
	MCSL NUMBER(S) AMSC F3441	

10. PREPARATION INSTRUCTIONS

10.1 Source document. The applicable issue of the documents cited herein, including their approval date, and dates of any applicable amendments and revisions shall be as reflected in the contract.

10.2 SPTD is required in the following order of precedence:

- a. Government or recognized industry specifications or standards;
- b. Engineering drawings at least equal to DOD-D-1000, Level 2;
- c. Commercial catalogs or catalog descriptions;
- d. Sketches or photographs with brief descriptions of dimensional, material, mechanical, electrical, or other descriptive characteristics. When sketches or photographs are provided for an assembly, a parts list shall also be provided.

10.3 As a minimum, SPTD must be capable of providing for the following:

- a. Technical identification of items for maintenance support considerations;
- b. Preparation of item identification for the purpose of assigning National Stock Numbers (NSNs);
- c. Review for item entry control;
- d. Standardization;
- e. Review for potential interchangeability and substitutability;
- f. Item management coding;
- g. Preparation of allowance/issue lists;
- h. Initial procurement from the contractor or original manufacturer.

DATA ITEM DESCRIPTION	1. IDENTIFICATION NO(S)	
	AGENCY	NUMBER
1. TITLE REQUEST FOR NOMENCLATURE (DD 61)	DOD	DI-E-7194
3. DESCRIPTION/PURPOSE 3.1 Request for Nomenclature (DD Form 61) is a written request for an assignment or confirmation of nomenclature.	4. APPROVAL DATE 15 October 1984	
	5. OFFICE OF PRIMARY RESPONSIBILITY ARMY - CR	
	6. DDC REQUIRED	
	8. APPROVAL LIMITATIONS	
7. APPLICATION/INTERRELATIONSHIP 7.1 This data item description (DID) is applicable to systems, centers, central, sets, groups, kits, units and accessories, and equipment procured for research/development and production purposes. 7.2 This DID satisfies the requirements contained in paragraph 2.13 of MIL-STD-155; paragraph 5.1.1 of MIL-STD-196; and paragraph 9.2 of MIL-STD-875. 7.3 This DID replaces DI-E-1108, DI-E-3126A, DI-V-4961B, DI-E-21336B, UDI-P-22502B, and UDI-E-23090B.	9. REFERENCE (Mandatory as cited in block 10) MIL-STD-196 MIL-STD-875 MIL-STD-155 MIL-STD-100 MIL-STD-280 Fed. Cat. HDBK H-6	
	MCSL NUMBER(S) AMSC No. A3337	

10. PREPARATION INSTRUCTIONS

10.1 A request for nomenclature assignment shall be prepared on a DD Form 61, Request for Nomenclature, in accordance with the following instructions. The applicable issue of documents cited herein shall be as listed in the contract.

10.2 Request for Nomenclature (DD Form 61).

10.2.1 BLOCK 1 - ORIGINATOR & ADDRESS. The originator and complete address, including zip code, shall identify the activity for which the request for nomenclature is being prepared.

10.2.2 BLOCK 2 - THRU OR VIA. Complete address, including zip code, shall be as indicated on the Contract Data Requirements List (CDRL), DD Form 1423.

10.2.3 BLOCK 3 - TO. Complete address of the assigning activity.

10.2.4 BLOCK 4 - DATE OF REQUEST. Actual date of request for submission.

10.2.5 BLOCK 5 - DESCRIPTION PER DP NO. The technical data requirement shall be entered in accordance with the applicable prescribing document (i.e., paragraph 5.1.1 of MIL-STD-196 or paragraph 9.1 of MIL-STD-875).

10.2.6 BLOCK 6 - SOURCE REQUEST NO. For Government use only.

10.2.7 BLOCK 7 - SECURITY CLASS OF EQUIPMENT. Security Classification as specified by the applicable prescribing document (i.e., paragraph 5.1.1 of MIL-STD-196, paragraph 9.1 of MIL-STD-875 or paragraph 2.2 of MIL-STD-875 or paragraph 2.2 of **MIL-STD-155**).

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10. PREPARATION INSTRUCTIONS (Continued)

10.2.8 BLOCK 8 - FEDERAL SUPPLY CLASS. For Government use only.

10.2.9 BLOCK 9 - STOCK NO. For Government use only.

10.2.10 BLOCK 10 - ACTION REQUESTED. For type of nomenclature action desired, the appropriate block(s) shall be checked as follows:

(a) ASSIGNMENT block shall be checked when:

(1) Requesting assignment nomenclature to new item,

(2) Requesting assignment of modification letters to an item already type designated.

(3) Requesting reinstatement of a type designation that has previously been cancelled. Also, the letters "RE", signifying reinstatement, shall be added to the ASSIGNMENT block.

(b) CANCELLATION block shall be checked when requesting cancellation of nomenclature.

(c) REVISION block shall be checked when:

(1) The data for an item already type designated is no longer correct, i.e., adding data which was originally omitted, or was not available; correcting erroneous data; or updating component listing or other technical data to identify the item,

(2) Requesting a change in the item name,

(3) Reporting a change in the security classification of the equipment or technical data.

10.2.11 BLOCK 11 - FOR REVISION NOTE CHANGE IN. Appropriate block(s) shall be checked only if revision in Block 10 is checked.

NOTE: Changes in security classification of the item must be submitted as separate actions and should not be combined with changes to item names, technical data or type designations.

10.2.12 BLOCK 12 - TYPE OF NOMENCLATURE REQUESTED. As appropriate block(s) shall be checked.

10.2.13 BLOCK 13 - RECOMMENDED ITEM NAME. The recommended Item Name shall be selected from Handbook H6. When an appropriate name does not appear in Handbook H6, a new name shall be developed in accordance with DOD-STD-100.

10.2.14 BLOCK 14 - TECHNICAL DATA. Enter, as applicable, the following technical and specification characteristics and features pertinent to the item submitted for type designation action in accordance with the applicable requirements specified in MIL-STD-196, MIL-STD-875 or MIL-STD-155. (Due to the wide variety of electronics communication equipments, and related support systems and equipment

covered by this Military Standard, it is not feasible to list all of the characteristics or elements thereof which may apply, nor is it intended that they be limited to those outlined. However, the data listed is representative of that required for type designation action). List in tabular form:

A. Item Name (leave blank, provided in Block 13 of DD Form 61, Request for Nomenclature)

B. Technical characteristics: provide the technical characteristics pertinent to the item being submitted for type designation and which are required for a complete understanding of its operating parameters (list in tabular form)

C. Operating Power Requirements: Give AC and/or DC voltage, hertz, phase, current, and state if provisions for internal battery (e.g., 110 VAC, 60 HZ, 1 PHASE; 24 VDC, 5 AMPS; INCLUDES PROVISIONS FOR INTERNAL BATTERY)

D. Overall dimensions and weight, as applicable

E. Mounting data (e.g., RACK MOUNTED, BENCH MOUNTED, PEDESTAL MOUNTED, FOUR 1/2 IN. MTG HOLES ON 10 IN. BY 5 IN. MTG CENTERS)

F. MATERIAL DATA: List the kind of material of which the item is constructed, when the material is a readily identifiable characteristic of the item.

G. COMPLEMENT DATA: (Applicable only in describing systems, subsystems, sets, groups, kits, and variable units). Give a separate series of replies for each variation of the following sub-requirements. List major items including items already type designated and items recommended for type designation. (Excludes parts and subassemblies).

(1) Quantity (e.g., ONE, TWO, ZERO TO THREE)

(2) Name of Item

(3) Name of manufacturer (Not required for type designated items)

(4) Identifying number of item (specify kind of number, e.g., recommended or assigned Government type designation, manufacturer's drawing, part, or model number. If model number is listed, include the part and/or drawing number for the model).

H. SPECIAL FEATURES: (list unusual characteristics not normally inherent in the item described and not covered by the preceding requirements, and which are essential for identification).

I. DESIGN ACTIVITY DATA:

(1) Name of design activity

(2) City and state

(3) Code number (Federal Supply Code for Manufacturers)

(4) Design activity part number

J. MANUFACTURER'S DATA:

- (1) Name of manufacturer
- (2) City and state
- (3) Code number (Federal Supply Code for Manufacturers)
- (4) Identifying number (Cite manufacturer's primary identifying number, such as drawing, part, or model number. If model number is listed, include the part or drawing number for the model.

K. CONTRACTOR'S DATA:

- (1) Name of contractor
- (2) City and state
- (3) Code number (Federal Supply Code for Manufacturers)
- (4) Identifying number (Cite contractor's primary identifying number, such as drawing, part, or model number. If model number is listed, include the part or drawing number for the model.)

L. TYPE OF INSTALLATION: (e.g., Designed for Airborne Installation, Portable Use, Etc.)

10.2.15 BLOCK 15 - FUNCTIONAL DESCRIPTION. A brief narrative functional description of the item capabilities for both itself and, when applicable, related items. The functional description shall support the recommended nomenclature.

10.2.16 BLOCK 16 - CONTRACT OR ORDER NUMBER. Self explanatory.

10.2.17 BLOCK 17 - GOVERNMENT DRAWING NUMBER. Self explanatory.

10.2.18 BLOCK 18 - GOVERNMENT SPECIFICATION NUMBER. Self explanatory.

10.2.19 BLOCK 19 - DATE ACTION TAKEN. Leave Blank. To be filled in by the assigning activity.

10.2.20 BLOCK 20 - PROJECT GROUP. The appropriate Government Engineering Project Office, System Program Code, Symbol, or Number shall be specified.

10.2.21 BLOCK 21 - EQUIPMENT OF WHICH THIS ITEM IS A PART. The nomenclature (item name and type designation) or recommended nomenclature for the equipment of which the unit, group, set, described is "part of", including the manufacturer's request serial number, and part number.

10.2.22 BLOCK 22 - EQUIPMENT WITH WHICH THIS ITEM IS USED. The nomenclature (item name and type designation) or recommended nomenclature for the equipment of which the unit, group, set, described is "used with" but not "part of", including the manufacturer's serial number, and part number.

10.2.23 BLOCK 23 - Replies shall be based on paragraph 3.2 of MIL-STD-280, Exchangeability of Items, as follows:

10.2.23.1 Two way interchangeable, except by maintenance parts, with (list equipments) shall be based on paragraph 3.2.1 of MIL-STD-280.

10.2.23.2 One way interchangeable with (list equipments shall be based on paragraph 3.2.3 of MIL-STD-280 (the specified condition cited in paragraph 3.2.3 is that the new article must be capable of replacing an existing article but not vise versa).

10.2.24 BLOCK 24 - OTHER PERTINENT INFORMATION. Self explanatory.

10.2.25 BLOCK 25 - INITIATED BY. Self explanatory.

10.2.26 BLOCK 26 - SIGNATURE. Self explanatory.

10.2.27 BLOCKS 27, 28 AND 29. Leave blank. To be completed by the assigning activity.

DATA ITEM DESCRIPTION	1. IDENTIFICATION NO(S)	
	AGENCY	NUMBER
1. TITLE Task/Milestone Report	NSA	DI-E-5038A
3. DESCRIPTION/PURPOSE 3.1 To document test data, special areas of work and theoretical studies performed, their results and application, as well as experimental work, electrical, and mechanical design accomplished.	4. APPROVAL DATE 81 FEB 19	
	5. OFFICE OF PRIMARY RESPONSIBILITY NSA-S6/S2	
	6. DDC REQUIRED	
	8. APPROVAL LIMITATIONS	
7. APPLICATION/INTERRELATIONSHIP 7.1 The data item description supersedes DI-E-5038(R) and DI-E-5038.	9. REFERENCE (Mandatory as cited in block 10)	
	MCSL NUMBER(S) OMB EXEMPT	

10. PREPARATION INSTRUCTIONS

10.1. The contractor shall provide a technical report which shall include the following, as applicable:

a. All theoretical studies conducted, results of these studies, and how they apply to the project.

b. All experimental work accomplished; test procedures applied; test results; including graphs, diagrams, charts, and pictures with proper references to the test; and conclusions reached.

c. All electrical and mechanical designs accomplished (together with drawings and a complete description of each unit designed), theory of operation, changes made in previous design, and difficulties encountered.

d. Nomenclature and aerial number of the test equipments used.

e. Serial number of the equipment(s) subjected to the test(s).

f. Identification of the test(s) performed (cite applicable military specification, paragraph number, and test parameters).

g. Control settings of the test sample.

h. Resolutions of measurement equipment and range of input signals.

10. PREPARATION INSTRUCTIONS (cont'd)

i. As appropriate, photographs, sketches, etc., to show failures, their causes or other unusual conditions.

j. Plan followed during execution of tasks.

k. Special summary of the results of a particular phase of the research that has been completed, or of the research on a particular phase that has reached a point where it is natural and logical to summarize the results.

10.2 The report shall be typewritten, or otherwise duplicated in nonfading ink, on 8" x 10 1/2" or 8 1/2" x 11" paper. The following information shall be included on the title page:

a. Title of the report.

b. Task objectives or milestone effort.

c. Name of contractor, contract number, and key personnel assigned to task.

d. Dates of the reporting period.

e. Other information as required.

f. Recommendations pertaining to the task performed or milestone effort.